The Complete Windows 11 - User Manual 9th Edition

1. Notice

This book was produced in EPUB format by the Internet Archive.

The book pages were scanned and converted to EPUB format automatically. This process relies on optical character recognition, and is somewhat susceptible to errors. The book may not offer the correct reading sequence, and there may be weird characters, non-words, and incorrect guesses at structure. Some page numbers and headers or footers may remain from the scanned page. The process which identifies images might have found stray marks on the page which are not actually images from the book. The hidden page numbering which may be available to your ereader corresponds to the numbered pages in the print edition, but is not an exact match; page numbers will increment at the same rate as the corresponding print edition, but we may have started numbering before the print book's visible page numbers. The Internet Archive is working to improve the scanning process and resulting books, but in the meantime, we hope that this book will be useful to you.

The Internet Archive was founded in 1996 to build an Internet library and to promote universal access to all knowledge. The Archive's purposes include offering permanent access for researchers, historians, scholars, people with disabilities, and the general public to historical collections that exist in digital format. The Internet Archive includes texts, audio, moving images, and software as well as archived web pages, and provides specialized services for information access for the blind and other persons with disabilities.

Created with hocr-to-epub (v.1.0.0)

Ss DESKTOP PC, LAPTOP & SURFACE . The Complete Windows Tl User Manual The essential step-by-step guide to mastering Windows I] www. pclpublications.com Papercut 100% INDEPENDENT

{ save a whop £e1 29% O f L. fechn Manuals with %e) Papercut HROMEBOOK MODELS 6 iim PC | LAPTOP | SURFACE . The jOSB ” Cer ‘The Cofrpless @ THE = Codins a. "SAMSUNG RO} iPhone Chromebook al re) ale G 9 b ok. User Manual i For Beginners Gui e Oo pe ing YOU Need to get more f ie | eae @. 28 88% 91H NOSE ro] Oy ROS 2 eA <5 : FOR PC, CES The Complete The Eiiplete ~ Home fi Build Your Networking Own PC —_ Seal ling pytnon in-depth secrets Not only can you learn new skills and master your tech, but you can now SAVE 25% off all of our coding and consumer tech digital and print guidebooks! Simply use the following exclusive code at checkout: NYHF23CN www.pclpublications.com

The iOS 17 iPhone Guidebook
The Complete Chromebook User Manual
THE Windows 11 MANUAL
Coding For Beginners
THE SAMSUNG Galaxy MANUAL
The iPhone 15 Manual
The Complete Home Networking Manual
The Complete Build Your Own PC Manual
THE APPLE WATCH MANUAL
The Complete C++ & Python Manual

The Complete Windows Ill User Manual Everything you need to master Windows 11! Windows 11 is the operating system of choice for the smart thinking beginner, intermediate and advanced computer user. It's designed to push the boundaries, to encompass the everyday digital world and help bring us closer together than ever before. It brings a clean and easy to interact with Al assisted user interface, together with powerful and ever involving code under the hood. Everything you need to help drive you into 2024 and beyond. The Windows 11 Manual will guide you through Microsoft's latest 2023 updated operating system, offering you something new to learn on every page and providing you with the necessary knowledge to make Windows 1] work for you. In here youlll find tips and tutorials, unlocking all of Windows 11’s secrets and helping you become a more advanced user. So, let's dive into Windows 11 and start building both your confidence and understanding of this amazing operating system. fe) Papercut www.pclpublications.com

14 16 18 19 20 22 24 26 28 30 32 33 34 36 38 39 40 42
12 Windows 11 Windows 11 - Getting Started Essentials Bosnenc Windows 11 Start Screen How to Use the Start Menu Notifications and Quick Settings Quick Settings Panel How to Use the Taskbar Using Task View and Multiple Desktops Using Snap Layouts and Snap Groups Inside the File Explorer How to Use File Explorer Create and Manage Folders Connecting Your PC to the Internet Manage Network Settings Exploring the Windows 11 Settings Using Widgets in Windows 11 Exploring Microsoft Edge Edge Settings How to Use the Edge Browser Using Bing Al Chat 4 www.pclpublications.com Content: 6 Installing & Updating to Windows 11 43 44 46 49 50 51 52 54 55 56 59 60 62 66 68 70 71 72 74 75 76 78 79 80 84 Personalising Edge Exploring Windows Mail How to Set Up the Mail App Customise the Mail App Search in Windows 11 Search Settings and Tools Inside the Calendar App Dates & Appointments with Calendar Creating and Managing Events Personalising Windows 11 Using Windows Back up 10 Ways to get more from Copilot Windows 11 Keyboard Shortcuts 64 Do More with Windows 11 Exploring the Exploring the Microsoft Store How to use the Windows App Store How to Use Teams Chat Meet and Chat in Teams Using OneDrive Cloud Storage Using the Focus Assist Tool Sharing to Nearby Devices Connect Your Phone to Your PC Learn How to Import Photos in Windows 11 Importing to the Photos App How to Manage and Edit Your Photos Explore the Powerful Maps App

Contents

6 Installing & Updating to Windows 11
8 Windows 11 - Getting Started

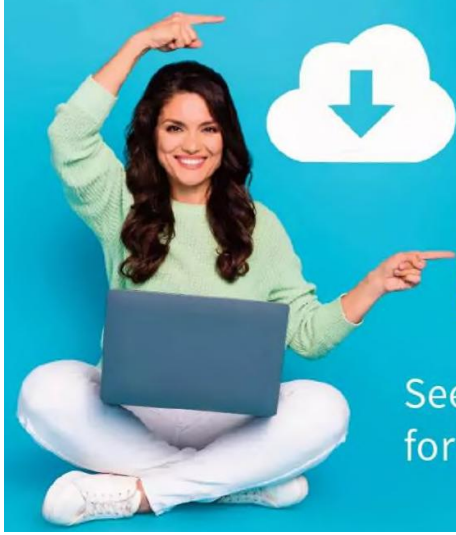
12 **Windows 11**

a6 Leamtow 106 Maintain & Protect to Navigate with Maps. ‘ Windows 11 87 Planning a Route 88 Manage Your Contacts in Windows 11 90 Using the Sticky Notes Tool 108 Using the Windows 11 Security Tools 92 Using the Xbox Game Bar 110 What To Do if You’re Hacked 94 Screenshots with the Snipping Tool 114 Using the Windows 11 Task Manager 96 _ Installing a Printer in Windows 11 116 Monitor Tasks with the Task Manager 97 _ Install a Wireless Printer 118 Defragment Your Hard Drive 98 Manage Libraries in Windows 11 120 Update Your Device Drivers 99 Howto Use AutoPlay 121 Finding Other Drivers 100 Skype in Windows 11 122 Using the Power Menu 102 Making Calls with the Skype App 123 Using Storage Sense 104 Windows 11 Touchpad Gestures 124 Improving the Windows 11 Firewall Secure Your Home Network How a VPN Can Improve Windows Security How to Create a Recovery Drive Windows 11 Power Options Use Your Laptop with the Lid Closed Manage Your Privacy in Windows 11 Privacy Settings Windows 11 Maintenance Tools Removing Malware from Windows 11 Six Steps to a Faster PC How to Reset or Fresh Start Perform a Fresh Start Troubleshooting Windows Problems APPS & GAMES INSIDE! Re. www.pclpublications.com 5

RW
Rave Ware
Sign out
Manage account and devices
Payment methods
Redeem code or gift cards
App settings
See all
Top free apps
NETFLIX
prime video
Amazon Prime Video for Windows
iCloud
12:46
05/10/2021

126
128
130
132
133
134
135
136
138
140
142
143
144

Claim Your FREE Magazine Download!



FREE Software! Great Games! Essential Hardware!
TECH SHOPPER MAGAZINE
170 Pages Thick!
192 AMAZING GADGETS, APPS & GAMES INSIDE!
Do you need a Chromebook?
Home Security Inside & Out!

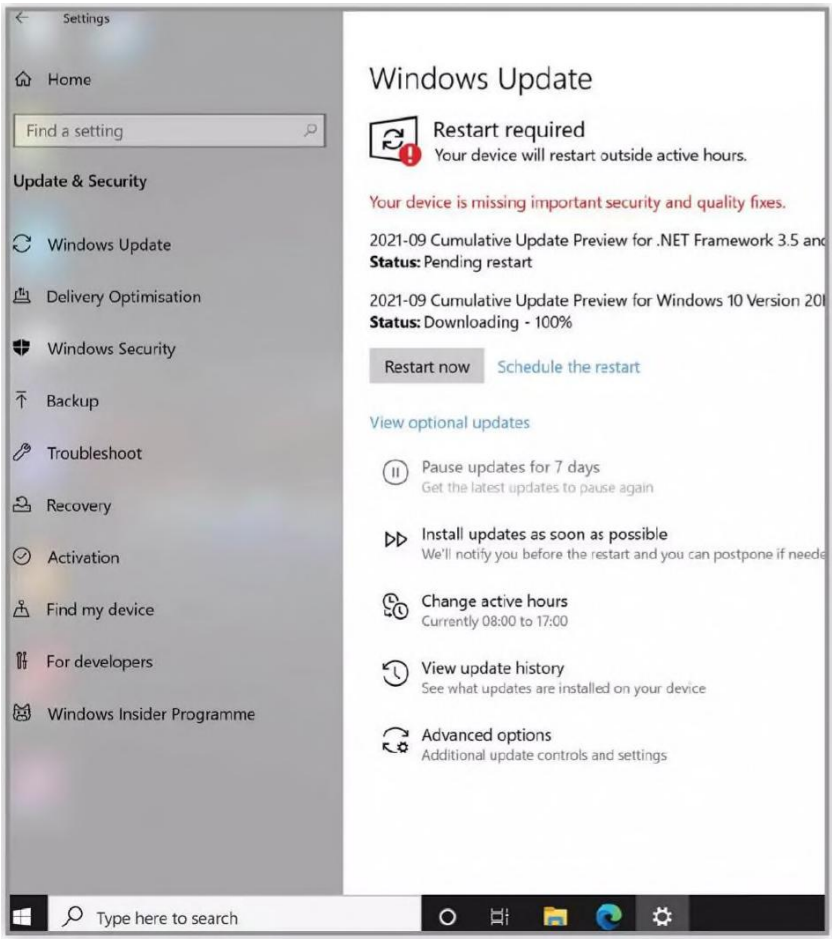
See page 146 for details

Installing & Updating to Windows 11 Microsoft's latest version of Windows hit the update servers on October 5th 2021, but it seemed many computers were still waiting for the go-ahead from their Windows Update screens, if you are one of them we can help you. Here's how to step up the process. If you're still on Windows 10, and waiting patiently for your update screen to display the exciting 'Ready to update Windows 11' notification, then this is the guide for you. Rather than tweaking with the update settings, or delving into the murky depths of the command prompt, there's an easier way to get the ball rolling and get you on and working with Windows 11. Before You Leap ae Windows 11 Before we go about running the update process, it's worth checking that your system can actually run Windows 11. Many of us have already been down this route, and have discovered that we need to apply a few elements prior to installing the newest OS from Microsoft. TPM 2.0 TPM stands for Trusted Platform Module, and its task is to protect data through authentication, perform platform integrity, utilise disk encryption, and store passwords and certificates. In short, it's an extra layer of hardware protection to help stop your PC from being compromised or to stop many forms of malware from infecting the core components of your computer. Now that you know what TPM is, you can begin to understand Microsoft's insistence of it being present before even allowing Windows 11 to be installed. Windows is, by quite a margin, the most popular operating system in the world, and as such it's the main target for malware and many other very unpleasant things out there in the wild world. By using TPM, Microsoft is under the opinion that it's making things a little more difficult for any hackers and creators of malware. It is, however, totally possible to bypass the TPM requirements. Anyway, in general, if your computer is reasonably up to date, or roughly less than four years old, then there's a good chance that you have a TPM present in your system. For some systems, TPM comes in the form of an actual module that physically plugs into a socket on your motherboard, for most computers, though, TPM is offered via the processor. 6 www.pclpublications.com What you will need to do is drop into your BIOS, this can normally be done by tapping either the Del or F2 keys when you first power up your computer (before it starts to boot into Windows). Naturally, different motherboard manufacturers offer different keypresses, so you'll need to check

with your manual. MS cuick sios Ss EZ MOE) 7 OTEa 1 Wea OF GNIS 3.60 GHz 3200 MHz 30 f-™ NS wg ‘of SETTINGS When in the BIOS, look for Settings > Security > Trusted Computing. If you’ve got an AMD processor, you may also have to look for AMD CPU fTPM. Enable both, if available, save the settings and reboot the computer before your prodeed. These entries will differ from one motherboard to the next, as previously mentioned. You may need to Google your motherboard make and model number, together with the words ‘enable TPM’, to see how to specifically enable it for you. Once enabled, and rebooted into Windows 10, go to https://www.microsoft.com/en-gb/windows/windows-11, and scroll to the bottom of the page and click on the Download PC Health Check App button to start the download process.

Once it’s downloaded, double-click to install it. When installed, run the Health Check App, and look for the Check Now button in the Introduction Windows 11 section. Click it, and you'll be given a report as to whether your computer can run Windows 11 or not. If not, you’re told where it’s failed and you can look up what to do next and remedy the situation. (vy) This PC meets Windows 11 requirements Great news — Windows 11 is coming soon! Check device specifications for apps and features that exceed minimum system requirements and Windows 10 features that aren't available in Windows 11. See all results Device specifications Windows 11 Installation Assistant To force the update to Windows 11, providing your computer can handle it, you’ll need to run the Windows 11 Installation Assistant. This is a separate app that enables Windows 10 users, who have a valid Windows license, to update their computers to the latest version of Windows 11. You'll need to ensure that you have at least version 2004 of Windows 10 before you begin. It’s worth going to the Windows Update section in the Settings and checking for the latest updates. Windows Update Restart required Your device will restart outside active hours. Your device is missing important security and quality fixes. 2021-09 Cumulative Update Preview for .NET Framework 3.5 an¢ Status: Pending restart 2021-09 Cumulative Update Preview for Windows 10 Version 201 Status: Downloading - 100% Restartmow Schedule the restart View optional updates (0) Pause updates for 7 days Get the latest updates to pause again Db Install updates as soon as possible We'll notify you before the restart and you can postpone if needd iS) Change active hours “Currently 08:00 to 17:00 Re) View update history See what updates are installed on your device ‘™ Advanced options 5 Additional update controls and settings p Type here to search Updating to Windows 11 Windows 11 Installation Assistant Create Windows 11 Installation Media Ifyou want to porn asl dean nal Window 1 0 anew or ud Puts eptonto owed the meta creation fo to meh Boab USB OVD. © oor you vogn If all is well, head on over to https://www.microsoft.com/en-us/ software-download/windows11, and locate the Windows 11 Installation Assistant section. Click on the Download Now button, to save the app to your computer. Locate the app on your computer, and double-click it to begin the Windows 11 installation process. If everything is as it should be, you'll be presented with an Install

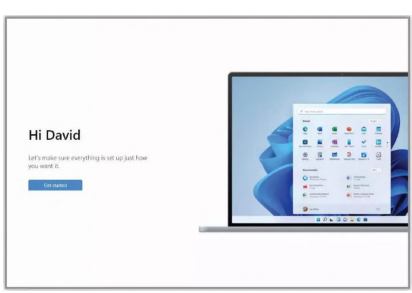
Windows 11 window. Click on the Accept and Install button to continue the process. Install Windows 11 Good news| This PC meets the minimum system requirements to instal Windows 1", Please note. system requirements to enjoy some vwingons 1 features ang run some age may excess Me Windows YI mmmmum system requremens. Some Wiracit 10 taures aren svalate in Wrovs I. Fer more infe. 268 sevice west onan, yours acces te icense terms below Last updated June 2021 MICROSOFT SOFTWARE LICENSE TERMS: Winoows OPERATING svSTEN IF VOU LIVE IN (OR IF VOUR PRINCIPAL PLACE OF BUSINESS 1S IN) THE UNITED STATES, PLEASE READ THE BINDING ARBITRATION CLAUSE AND CLASS ACTION WAIVER IN SECTION 11. IT AFFECTS HOW DISPUTES ARE RESOLVED. Thank you for choosing Microsoft! software from a retailer. Microsofts the device manufacturer for devices produced by Microsoft or one of ts affiliates, and ne nhina lranien nit nie Aaternent ie the retailer Wun arruirad tha enfhanre rtrarthy AP Wns ata 3 nl Next, the app will download the necessary file and perform the forced installation of Windows 11. This could be anywhere between 20 minutes to nearly an hour - depending on the speed of your computer, connection to the Internet and so on. Step 1 of 3: Downloading It's fine to keep using your PC Percent complete: 94% It’s a three-step process, and the final step will have you reboot the computer. You’ll then need to go through a Welcome process, and once that’s done, the Windows 11 desktop will load; retaining all your files, desktop settings etc. www.pclpublications.com ik

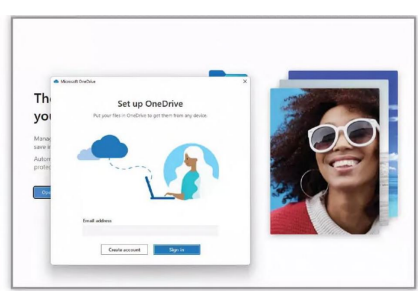

Settings
Home
Find a setting
Update & Security
Windows Update
Delivery Optimisation
Windows Security
Backup
Troubleshoot
Recovery
Activation
Find my device
For developers
Windows Insider Programme
Windows Update
Restart required
Your device will restart outside active hours.
Your device is missing important security and quality fixes.
2021-09 Cumulative Update Preview for .NET Framework 3.5 and
Status: Pending restart
2021-09 Cumulative Update Preview for Windows 10 Version 20
Status: Downloading - 100%
Restart now
Schedule the restart
View optional updates
Pause updates for 7 days
Get the latest updates to pause again
Install updates as soon as possible
We'll notify you before the restart and you can postpone if neede
Change active hours
Currently 08:00 to 17:00
View update history
See what updates are installed on your device
Advanced options
Additional update controls and settings
Type here to search

Updating to Windows 11

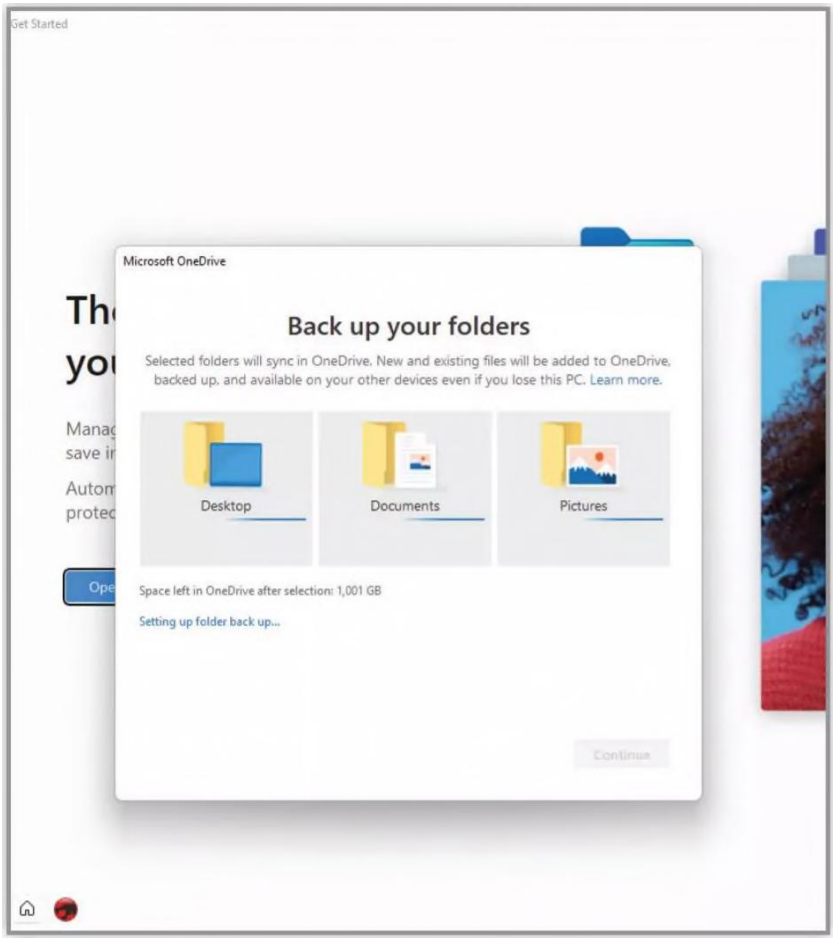
Download Windows 11
There are 3 options below for installing or creating Windows 11 media. Check out each one to determine the best option for you.
If you are upgrading from Windows 10, we recommend that you wait until you are notified through Windows Update that the upgrade is ready for your PC.
Before installing, please refer to the PC Health Check app to confirm your device meets the minimum system requirements for Windows 11 and check the Windows release information status for known issues that may affect your device.
Windows 11 Installation Assistant
This is the best option for installing Windows 11 on the device you're currently using. Click Download Now to get started.
Before you begin
Download Now
Create Windows 11 Installation Media
If you want to perform a reinstall or clean install of Windows 11 on a new or used PC, use this option to download the media creation tool to make a bootable USB or DVD.
Before you begin
Download Now

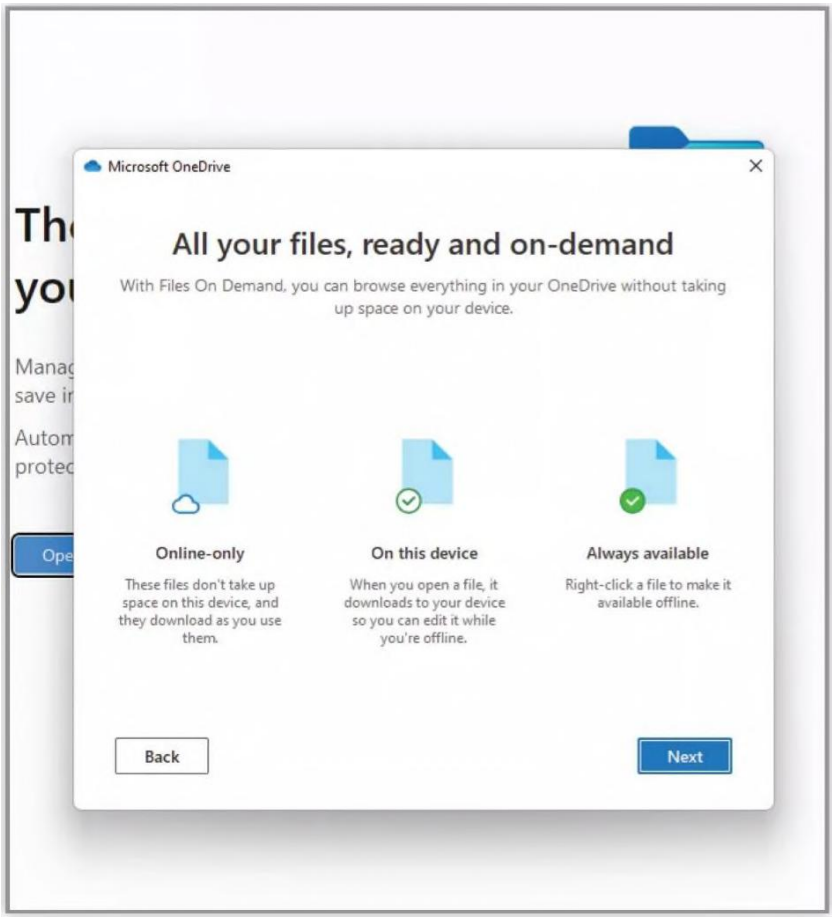
Windows 11 Getting Started Microsoft has greatly improved its initial Windows setup routine with intuitive guides. Where once you were simply delivered onto the desktop and left to your own devices, now Windows 11 ensures you can comfortably hit the ground running. Hello Windows 11 One of the first tasks to complete when you boot into Windows 11, is to run through the Getting Started guide. Here's how it works. You'll find the Getting Started guide in the Start menu, when you click the Windows logo button on the taskbar. It's a welcome to Windows setup wizard, and makes sure you're ready to use your files, and get access to your work quickly and effectively. Once it has opened, click the Get Started button to continue to the next step. Hi David everything is set up just how Microsoft's use of OneDrive for both business and personal data has become one of the cornerstones of the company's services. OneDrive offers a secure space to store your data, which will always be available no matter what happens to your computer. Click on the Open File Explorer button to begin your OneDrive setup and login. The perfect place for your files 8 www.pclpublications.com If you already have a OneDrive, or Microsoft, account, then click on the Sign In button to enter your details and link your OneDrive with the account on the Windows 11 PC you're currently setting up. If you don't havea OneDrive account, click the Create Account button and then follow the on-screen instructions. When you've completed the setup and logged into OneDrive, a special folder within your user account on the PC will be setup. This folder allows you to interact in real-time with the OneDrive cloud service, so any files created in the folder will be automatically uploaded to OneDrive; and vice versa. Your OneDrive folder x 'Your OneDrive folder is here

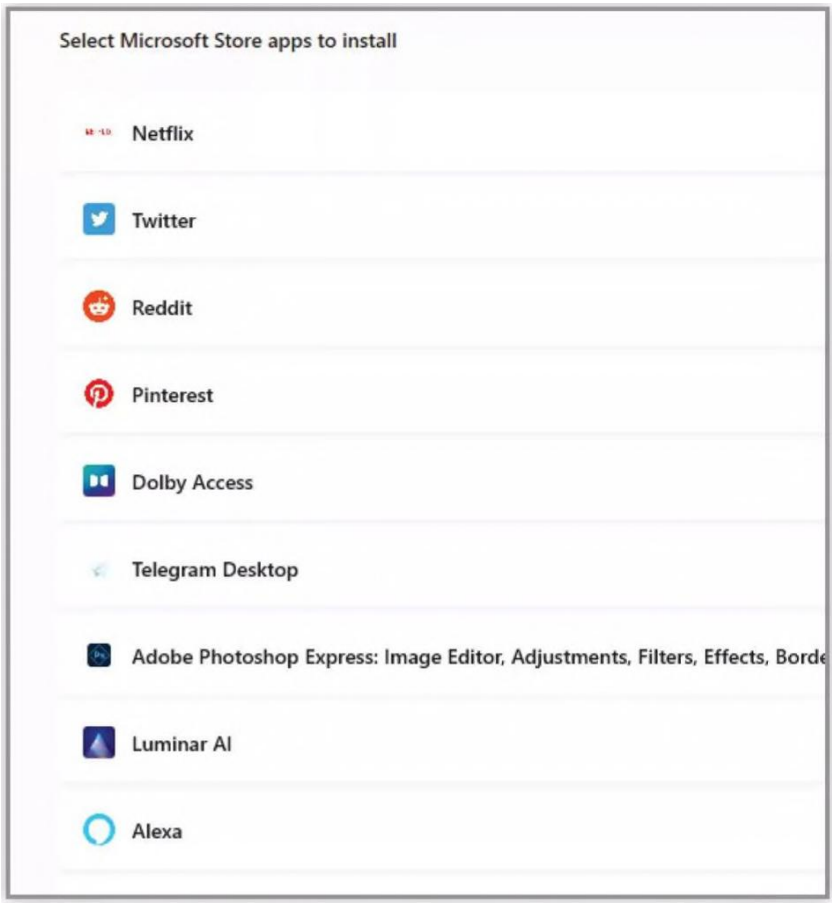




OneDrive will also setup an automated service that will backup any files and folders that you store on the Desktop, in your Documents folder, and in your Pictures folder. Click on the ‘Setting up folder back up’ link to add more folders to backup, or deselect any you don’t want to. Microsoft OneDrive Back up your folders Selected folders will sync in OneDrive, New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more. a _ Documents Desktop {orf Space left in OneDrive after selection: 1,001 GB Setting up folder back up... The service will help reduce the amount of space taken up on the PC, or other Windows 11 devices you’re using, by utilising Files On Demand. This is an automatic setup that will let you view and edit files on OneDrive without downloading them locally. You can, however, opt to makes files and folder Always Available. =... @® Microsoft OneDrive x All your files, ready and on-demand With Files On Demand, you can browse everything in your OneDrive without taking up space on your device. a» Ls 12) v) Online-only On this device Always available These files don't take up When you open a file, it space on this device, and downloads to your device they download as you use so you can edit it while them. you're offline. Right-click a file to make it available offline. Windows 11 - Getting Started Step 7 The next step in the Getting Started process has you viewing and selecting any of the popular apps that are currently available for Windows 11. Naturally, you can install these apps via the Windows Store at a later date, but having them to begin with can reduce the amount of time you spend setting up the computer. Select Microsoft Store apps to install “Netflix i | Twitter © Readit @® Pinterest o Dolby Access Telegram Desktop @ Adobe Photoshop Express: Image Editor, Adjustments, Filters, Effects, Bord A | Luminar Al oO Alexa Step 8 An interesting element to the Getting Started setup are the informational sections; such as this one. It details the new Search app that’s located on the taskbar. It also highlights the new Start launch taskbar, and shows how easy it is to use, and pin any Apps to. One place to Start Search for anything, anywhere, pin the apps you use the most, and see your recent files—Start is here for getting things done with fewer clicks and swipes. wOoOudoses www.pclpublications.com 9

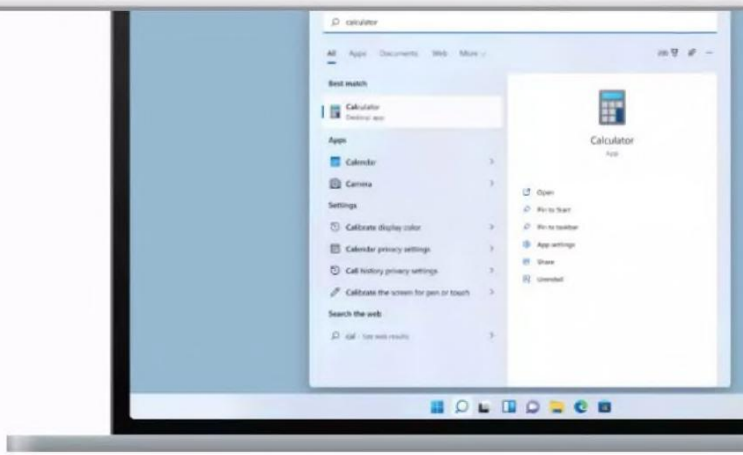

Get Started
Microsoft OneDrive
Back up your folders
Selected folders will sync in OneDrive. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.
Desktop
Documents
Pictures
Space left in OneDrive after selection: 1,001 GB
Setting up folder back up...
Continue


Microsoft OneDrive
All your files, ready and on-demand
With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.
Online-only
These files don't take up space on this device, and they download as you use them.
On this device
When you open a file, it downloads to your device so you can edit it while you're offline.
Always available
Right-click a file to make it available offline.
Back
Next

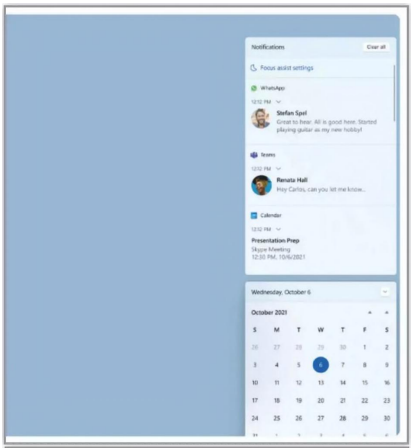

Select Microsoft Store apps to install
Netflix
Twitter
Reddit
Pinterest
Dolby Access
Telegram Desktop
Adobe Photoshop Express: Image Editor, Adjustments, Filters, Effects, Borde
Luminar AI
Alexa

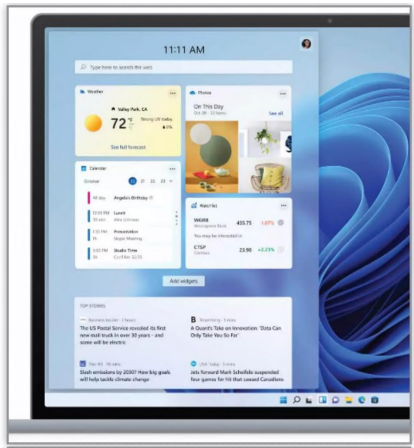
One place to Start

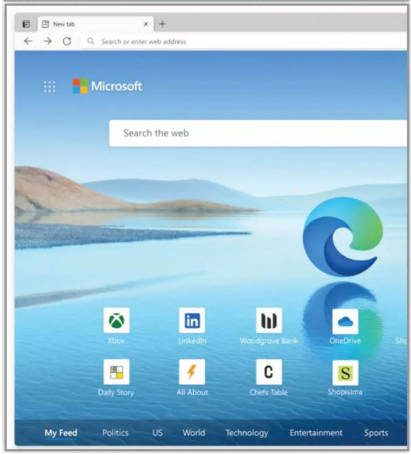
Search for anything, anywhere, pin the apps you use the most, and see your recent files—Start is here for getting things done with fewer clicks and swipes.

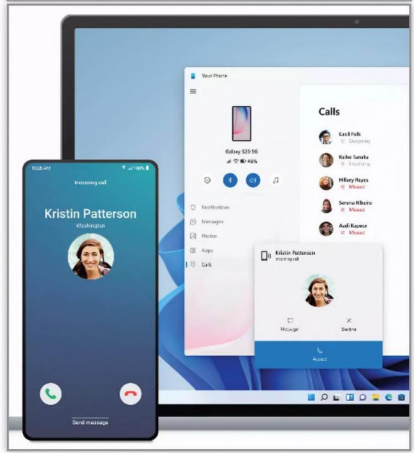


Windows 11 - Getting Started continued... The Focus Assist setting is designed to help you choose the notifications you'd like to see and hear, without the distractions of those you don't. Any notification that's not set in the Priority list of apps, will be added to the Notification area without disturbing your workflow. Click the Open focus assist settings button for further information. Step 10 Microsoft Edge has seen some dramatic improvements over the years, so much so that it's now regarded as one of the most secure, and fastest browsers available. Of course, if you prefer to use Chrome, Firefox or another browser, then you're free to do so. Edge, however, is built on Chrome technologies, so it might be worth giving it a go. Search the web 10 ~ = wwwepelpublications.com Step 11 Widgets are a resurfacing technology from the Windows Vista days; only now they work a lot better. This panel of the Getting Started setup shows you how to access your Widgets, and how to explore what's available. The widget window scrolls in from the left of the screen, slightly raised above the taskbar. 11:11 AM toy Park CA 72: 'nang 8 toy ons See hl favecast A. Quant's The on Invowmnion: 'Dota Caw 'Only Take You So For 'The US Postal Service reweeled hs frst 'ree mali truck in ower 30 years - ane some well be beet Bis 320 @ cass Slash amlasions by 2050" How big you sats formar Nat Sclle suapanced seep tal crate urge foun qemes tor it that caused Candin aOoudouwes Step 12 Linking your Android phone with Windows is a function that appeared in the early years of Windows 10. Since then it has improved significantly, and you can easily setup and configure the interface from this panel in the Getting Started guide. Simply click the, Link your Android button to begin the connection process. i Calls oc, Gaboy $2056 9 Weber foanae Hlery Mages a Weoes sere tbs: # Wines Aad Kazose a Wises

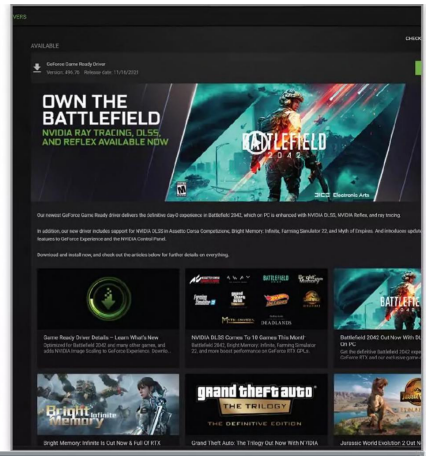

Notifications
Clear all
Focus assist settings
Stefan Speil
Great to hear. All is good here. Started playing guitar as my new hobby!
Renata Hall
Hey Carlos, can you let me know...
Calendar
Presentation Prep
Skype Meeting
12:30 PM - 10/6/2021
Wednesday, October 6
October 2021


11:11 AM
Weather
Valley Park, CA
72
See full forecast
Photos
On This Day
Calendar
Watchlist
Add widgets
TOP STORIES


New tab
Search or enter web address
Microsoft
Search the web
Xbox
LinkedIn
Woodgrove Bank
OneDrive
Daily Story
All About
Chefs Table
Shopsumo
My Feed
Politics
US
World
Technology
Entertainment
Sports

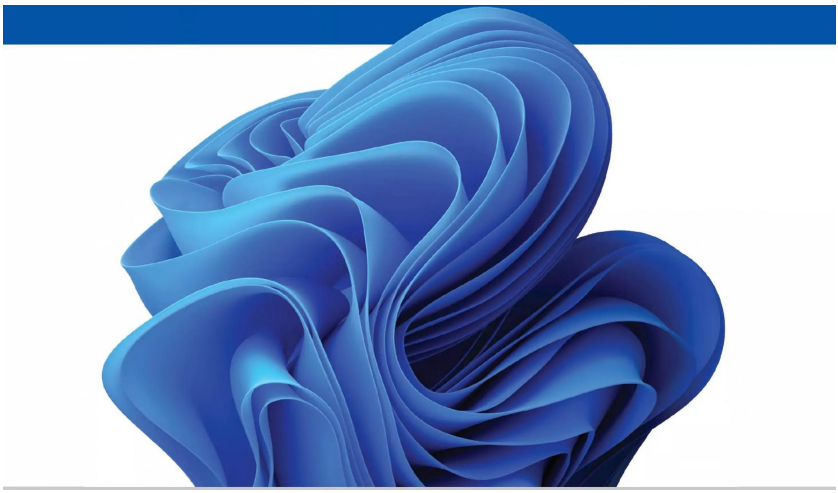

Your Phone
Calls
Kristin Patterson
Send message

2 The new Chat icon in the taskbar is an element of : Microsoft Teams. Teams has proved its worth in gold during lockdown, and has now been included by default in Windows 11. It’s cross-platform, and easy to setup and use. Just click on the Chat button in the taskbar to begin the setup process. That’s the Getting Started guide complete. You'll SD powhavea fully setup and working OneDrive with active folders, sorted out your notifications, launched and begun to use the Edge browser, and connected your Android phone. Before you do get started, we suggest you try the following. poo 5 Now would be a good opportunity to check that m9 any specific hardware drivers are updated to Windows 11. To do this depends greatly on the type of hardware. For example, Nvidia GPUs will use the Nvidia GeForce Experience. Simply click to open the hardware setup client, and follow the on-screen instruction to apply the update(s). OWN THE BATTLEFIELD grand thert auto “Gi. you | expect it to under Windows 11. If not, then look the software up online, see if there’s an update to Windows 11, or contact the developers directly to ask for guidance relating to the specific software itself. ExpressVPN @ >» VPN download > What! lsa VPN? What We Offer v Download a fast Windows VPN for PC laptop Works on Windows 11, 10, 8, and 7 Y v v v v Easy to use—get set up in minutes Fast VPN speeds that won't slow down your PC Use ExpressVPN’s own Lightway protocol Secure streaming, gaming, working, or browsing 30-day money-back guarantee Get ExpressVPN > Download Windows VPN www.pclpublications.com If you have any older software, it’s worth taking a moment to test that it still behaves the way D 11


AVAILABLE
OWN THE BATTLEFIELD
NVIDIA RAY TRACING, DLSS, AND REFLEX AVAILABLE NOW
BATTLEFIELD 2042
Electronic Arts
Game Ready Driver Details – Learn What's New
NVIDIA DLSS Comes To 16 Games This Month
Battlefield 2042 Out Now With DLSS On PC
Bright Memory Infinite
grand theft auto
THE TRILOGY
THE DEFINITIVE EDITION
Bright Memory: Infinite Is Out Now & Full Of RTX
Grand Theft Auto: The Trilogy Out Now With NVIDIA

ExpressVPN
What Is a VPN?
What We Offer
VPN download › VPN Windows
Download a fast Windows VPN for PC laptop
Works on Windows 11, 10, 8, and 7
Easy to use—get set up in minutes
Fast VPN speeds that won't slow down your PC
Use ExpressVPN's own Lightway protocol
Secure streaming, gaming, working, or browsing
30-day money-back guarantee
Get ExpressVPN →
Download Windows VPN

Windows 11 Essentials Windows 11 is a lot different to previous versions of the operating system. There’s a new taskbar, Start menu, Windows Search and much more. It’s all groundbreaking stuff, and you'll need to be familiar with the basics before you can begin to dive into the more technical territory. Read on, and discover Windows 11 essentials.



Windows 11 Essentials Recommended 2509462952" 7d666aca101d0901 2 n ago p003-145- BDM's Essential Gu ide t. Q russ@bdmpublications.co™ mathilde-langev! yisual-stories-™! n-AVAKxo2 Abele cheile-T1-20VDy Personalisation > Themes wa B* Welcome to Mail Add your accounts to keep up tO date across devices. www.pelpublications.com 13

Windows 11 Start Screen The Windows 11 desktop user interface (UI) is a radical change from what we're used to with previous versions of Windows. The main differences are the new taskbar, Notifications and Widgets. 6 October Good morning Widgets Discover Following Watch Play Widgets The Widgets snap in from the left of the desktop when you move your mouse over to the edge of the screen. You'll notice that the Widget window is slightly raised, this is to avoid it clashing with the 5 Entertainment EB windows Central - 20h YB Yardbarker. 16h Sa Why Microsoft won't be the The 25 most challenging vi taskbar; to help keep the desktop Avatar: The Wey of Water company to mainstream games of all time clutter-free. You can also open them generative A.l. by pressing the Windows Key + W on Bi eenenet Se 9s Or oe 97 Or your keyboard. A Newton Abbot for e °C § Tomorrow's temps to break the record > 215 high for 7 October Customise You can use these options to look for more specific content, and SD add them to your desktop for a more Fie Wr PR See full forecast KE} The Telegraph - 9h ® Mirror. 11h What do teams need to qualify Top 40 fish and chip shops : z 59 Months MA 1190 for the Rugby World Cup country revealed - does you personalised desktop environment. a a quarter-finals? local chippy make the list? Note that new Widgets are being FTEE 100 vanes 46970 Or Ou Or added to Windows 11 almost on a Ce ;. ake ae daily basis. Keep an eye out, to see if —_ i, the one you've always wanted makes 138380 400745 an appearance. cusp 007% 086 See watchlist suggestions fi Money from Microsoft Start -4h ant brief - DWP full list o er payments worth up | Trafficincidents ~ ' Tas kbar Slow traffic on A62 from Ripponden The new Windows 11 | Road (A672) to Prince Street due t... taskbar expands out from the centre of the desktop now. The Windows Start button still works in the same way, displaying installed apps and offering access to the OS settings. ES. Evening Standard - 12h Boy, 6, among at least 51 killedip Russian missile strike on Search The Search function within Windows 11 is greatly improved, and easier to find what you're looking for. Whether it's a document on your computer, or something online, you can find it here. 14 ~wwwpelpublications.com

Windows 11 Start Screen Then and Now We've come a long way since the early days of Windows version 1.0. Through ups and downs, Windows has evolved to become the most used desktop operating system in the world. Over 35 years have passed since Windows 1.0 has released, let's see what the next 35 hold for Microsoft's OS. Fron Windows 1.8 to Windows 11, 35 years of evolution!) ' Default Display : . | The default Widgets > | display the latest news, the current weather, entertainment, recommanded websites and the state of Stocks and Shares. These can be dragged and dropped to different locations, changed or deleted. Desktop As with all previous versions of Windows, the Desktop can be personalised and configured how you like. Its new look is brighter, with cleaner edges and better resolution than before, to help ease eye-strain and keep you focused. Profile Your Microsoft or local Windows 11 profile image will be displayed here. By clicking it, you'll be able to access further settings relating to many aspects of the core operating , system, as well as specific settings to ' A . do with the Widgets feature. S9e@unae vic oe 09:26 06/10/2023 a Notifications The Notification Centre and the taskbar are now combined. Click the set of icons that represent Wi-Fi, battery and so on, and the screen will expand upward to reveal more settings. In here you'll find access to the important elements of the computer. Notifications will be displayed next to the date; as and when they're needed. This allows you to focus more on what you're doing without unnecessary distractions. www.pelpublications.com 15

Windows 11 Start Screen

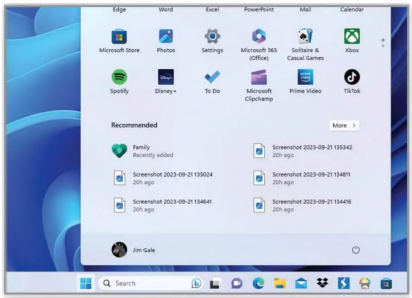
Then and Now

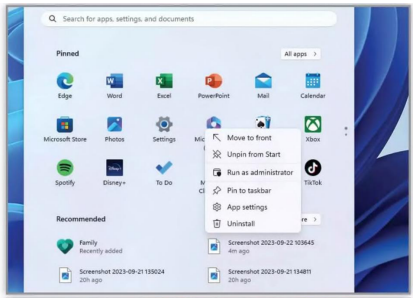
We've come a long way since the early days of Windows version 1.0. Through ups and downs, Windows has evolved to become the most used desktop operating system in the world. Over 35 years have passed since Windows 1.0 has released, let's see what the next 35 hold for Microsoft's OS.

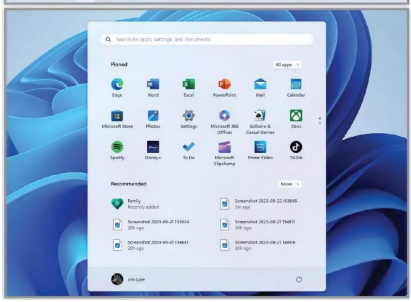
5 **Default Display**

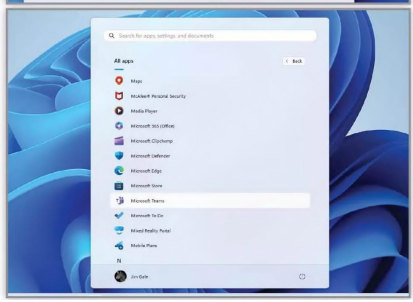
The default Widgets display the latest news, the current weather, entertainment, recommanded websites and the state of Stocks and Shares. These can be dragged and dropped to different locations, changed or deleted.

How to Use the Start Menu The Start menu has been given a big makeover for Windows 11, simplified in some ways and expanded in others. It will quickly become your go to way to access your device, as it is the main way to access your installed apps, software and games. Get to Grips with Start If you have used Windows before, the Start menu shouldn't hold too many surprises for you, but it is still a good idea to familiarise yourself with its features. Step 1 The completely redesigned Start menu is opened Step 3 If the app you want to open is shown, click the by clicking on the Windows icon in the taskbar, or icon to open it. If not, you can click the "All Apps" by pressing the Windows Key on your keyboard. It opens above button to open the full, scrollable list of apps. You can change the the taskbar icons, floating in the middle of the screen. It will apps that appear here by right-clicking on the icon and choosing appear over the top of any open windows. "Unpin/Pin to Start" from the action menu. Q Search for apps, settings, and documents 6 a Microsoft Store Microsoft 365 Solitaire & (Office) Casual Games it Disney Microsoft Prime Vid toe anil chee ate Word PowerPoint Mail Calendar Pinned Allapps > pas - a «wa 2B mic KK Move to front Xbox Family a Screenshot 2023-09-21 135342 ‘ Recently added 20h ago 3R_Unpin from Start [a] Screenshot 2023-09-21 135024 Screenshot 2023-09-21 134811 £@ Run as administrator 20h ago i @) zonage v TikTok ci x Pinto taskbar la Screenshot 2023-09-21 134641 a ‘Screenshot 2023-09-21 134416 ‘ [a] 20h ago 20h ago {App settings TW Uninstall re > Family ry Screenshot 2023-09-22 103645 Oi) sim Gale Recently added 4m ago ‘Screenshot 2023-09-21 135024 al Screenshot 2023-09-21 134811 O©onoezwasv eo 20h ago 20h ago The Start menu is arranged into four main In the app menu, apps are sorted sections: Search, Pinned Apps, Recent or alphabetically, except for a Pinned section at Recommended Files and Account/Power. Clicking in the Search the top. By clicking the All apps links, you will open a complete field will switch to the dedicated Search panel, rather than letting _ list of yours will can be scrolled through alphabetically, to open you type your search term directly into the Start menu. any of them simply click on their icon. 2 a es 0 vu ˚ 6 a e e s 3 ¥ 2 “ 8 @: 16 ~ = wwwepcelpublications.com


Edge
Word
Excel
PowerPoint
Mail
Calendar
Microsoft Store
Photos
Settings
Microsoft 365 (Office)
Solitaire & Casual Games
Xbox
Spotify
Disney+
To Do
Microsoft Clipchamp
Prime Video
TikTok
Recommended
More
Family
Recently added
Screenshot 2023-09-21 135342
20h ago
Screenshot 2023-09-21 135024
20h ago
Screenshot 2023-09-21 134811
20h ago
Screenshot 2023-09-21 134641
20h ago
Screenshot 2023-09-21 134416
20h ago
Jim Gale
Search

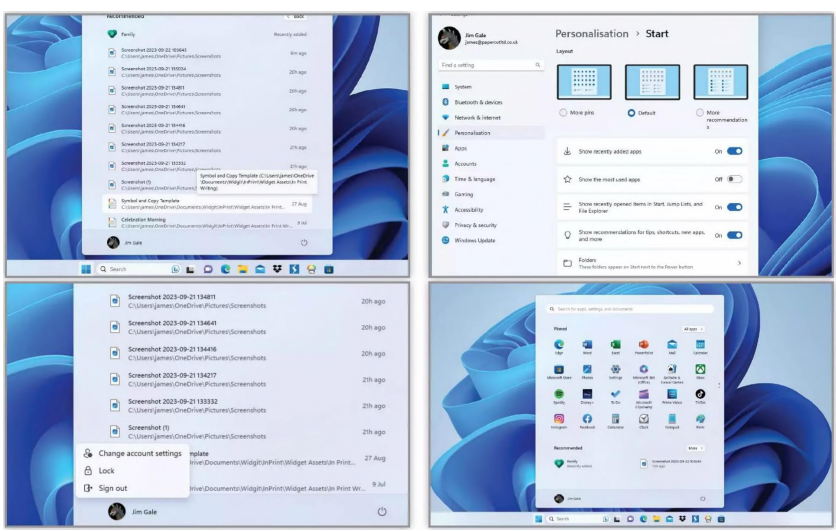

Search for apps, settings, and documents
Pinned
All apps
Edge
Word
Excel
PowerPoint
Mail
Calendar
Microsoft Store
Photos
Settings
Xbox
Spotify
Disney+
To Do
TikTok
Move to front
Unpin from Start
Run as administrator
Pin to taskbar
App settings
Uninstall
Recommended
Family
Recently added
Screenshot 2023-09-22 103645
4m ago
Screenshot 2023-09-21 135024
20h ago
Screenshot 2023-09-21 134811
20h ago

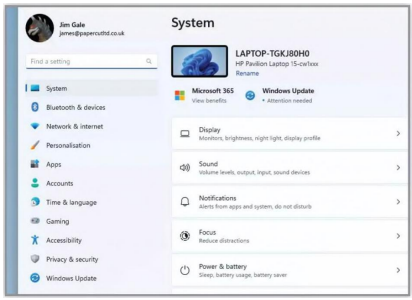


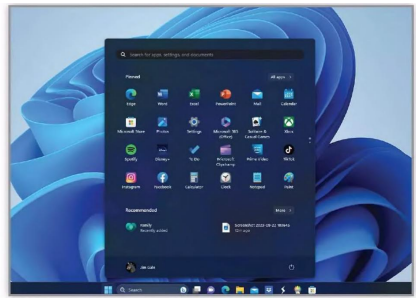

Search for apps, settings, and documents
All apps
Back
Maps
McAfee® Personal Security
Media Player
Microsoft 365 (Office)
Microsoft Clipchamp
Microsoft Defender
Microsoft Edge
Microsoft Store
Microsoft Teams
Microsoft To Do
Mixed Reality Portal
Mobile Plans
N
Jim Gale

The Recommended section shows files that have been recently opened, or that have been opened frequently. Click on any icon to open the file in whatever app/ program it is associated with. Click the “More” button to the right to open a larger list of files. a) (=) 20h ago a) 20hago fa) Screenshot 2023-09-21 134416 CAUsers \yames\ OneDrive\Pictures\Screenshots @ Screenshot 2023-09-21 134217 CAUsers james OneDrive\Pictures\Screenstions a) Screenshot 2023-09-21 153332 {CAUsers\jamesyOneDrive\pi res 2ihage ‘Symbol and Copy Template (C:\Users\james\OneD Screenshot () \Docuents\Widgit\nPrint\Widget Assets\in Print CAUsers\james\OneDrve\Pictures\$. Writing) S)) Symbol and Copy Template HF] C\Users\ames\OneDrive\Documents\Wideit inPrinn\ Widget Astets\in Print. tS a ST cau: 7AN9 2\WidgitnPrint\ Widget Aasets\n Print Wr The bottom section contains a link to the Microsoft Account menu. Click this to change account settings, lock your computer or sign out of the current account. At the other end of the section is the power button. Click this and choose from the available power options. Screenshot 2023-09-21 134811 sia C: \Users\james\OneDrive\Pictures\Screenshots al Screenshot 2023-09-21 134641 Sata C:\Users\james\OneDrive\Pictures \Screenshots 3 Screenshot 2023-09-21 134416 liad C\Users\james \OneDrive\Pictures\Screenshots 9 Screenshot 2023-09-21 134217 pris C:\Users\james\OneDrive\Pictures\Screenshots a Screenshot 2023-09-21 133332 tans C:A\Users\james\OneDrive\Pictures \Screenshots as 21h ago (a) Screenshot (1) C\Users\james \OneDrive\Pictures\Screenshots & Change account settings nplate trive\Documents\Widgit\InPrint\Widget Assets\In Print. & Lock Gr Sign out O) Jim Gale © Step 7 It is also possible to display your most used apps and a selection of folders in the Start menu. To enable these features, open the main settings menu (you should see the icon for this in the pinned apps) and click on the Personalisation section. Then choose the Start option. 27 Aug Jul Jrive\Documents \Widgit\inPrint\Widget Assets\In Print Wr. System Jim Gale James@pepercutitd.co.uk | LaPToP-TGkJ80HO Fine Q HP Pavilion Laptop 15-cwloo Rename System n Microsoft 365 -) Windows Update View benefits * Attention needed Bluetooth & devices Network & internet Display Monitors, brightness, night light. display profile Personalisation Apps Sound Volume levels, output, input, sound devices Accounts Notifications hive. Bomacs: Alerts

from apps and system, do not disturb Gaming Focus Reduce distractions Accessibility Privacy & security ae Power ry Windows Update Sleep, battery usage battery saver How to Use the Start Menu Use the sliders to enable or disable Start menu features you want or no longer want. To add folders to the Start menu, click the folders option in the Start settings and then use the slider switches to add any of the preset folders you want or need quick access to. Personalisation > Start Bluetooth & devices D) Moe eee : Network & internet Personalisation Bees ‘Show recenty added apps on & Accounts Time & language Show the most used apps Gaming ‘Show recently opened items in Start. Jump Lists, and Accessibilty File Explorer ex bot RBnNneosd Privacy & security ‘Show recommendations for tips, shortcuts, new apps, and more Folders These folders appear on Start next to the Fower button © Windows Update Open the Start menu again to see the newly added (or removed features). You may not initially notice any difference to the apps list if you have not yet used any apps repeatedly. The folders you added can be found next to the power button in the bottom section. id ig i@ ia Step 10 It is not possible to resize the Start menu, nor is it possible to change the style of it. You can change the overall colour mode (light, dark or custom), which will change the colour of the Start menu along with other main elements of the interface such as the taskbar. www.pcelpublications.com 17

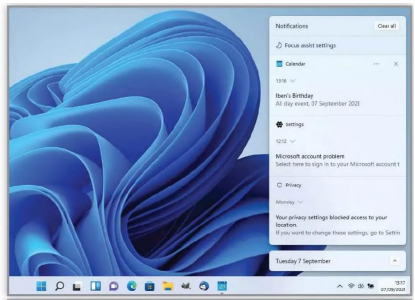


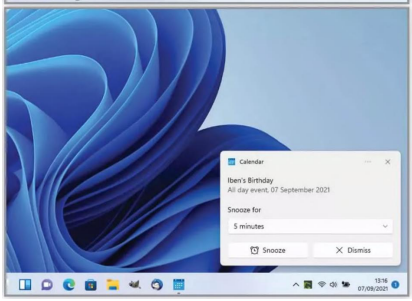

Jim Gale
james@papercutltd.co.uk
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
System
LAPTOP-TGKJ80H0
HP Pavilion Laptop 15-cwlxxx
Rename
Microsoft 365
View benefits
Windows Update
• Attention needed
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system, do not disturb
Focus
Reduce distractions
Power & battery
Sleep, battery usage, battery saver

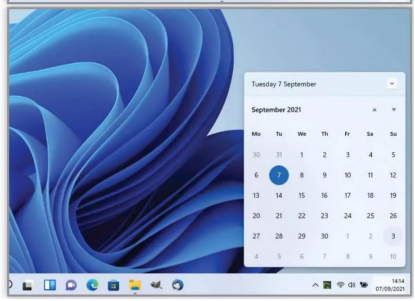

Search for apps, settings and documents
Pinned
All apps
Recommended
More
Jim Gale

Notifications and Quick Settings There have always been pop-up messages in Windows but now there is a centralised way in which these are viewed and interacted with. In Windows 11, this is called the Notification Center, it works more like the notifications panel on a smartphone or tablet. Exploring the Notification Center The Notification Center is an important and useful element in Windows 11, providing you with access to the calendar as well as notifications and alerts. Step 1 New notifications and alerts will pop up at the bottom-right corner of the screen (by default, but you can change the notification settings), disappearing after a few seconds. After the initial pop-up has disappeared, you can view all current notifications by clicking on the time/date in the taskbar. MM Calendar Iben's Birthday All day event, 07 September 2021 Snooze for 5 minutes @ Snooze X Dismiss 1316 AB FD ® Gr5;20 Step 2 You can see if there are new notifications waiting to be viewed by the badge that will appear on the corner of the time/date in the taskbar. You can turn off these badges in the settings, but they are a useful and unobtrusive way to see, at a glance, if you have something requiring your attention. A em 13:47 07/09/2021 oe 18 ~~ www.pcelpublications.com Unlike Windows 10, the Notification Center (which was called the Action Center previously) only contains notifications and alerts, not quick settings. It does include the calendar now, which is expanded by clicking the arrow next to the date at the bottom of the notification panel. Step 3 Tuesday 7 September | September 2021 1414 4 AFD ® Grooj202 eo oe@eauws Above the calendar section is your notification panel. Notifications can be from the system (Windows updates for example), from your calendar, from apps and even from settings that need to be managed. Notifications are sorted into sections within the notifications panel; based on their type. D Focus asist settings | Gilendar | | 1316 Iben's Birthday All day event, 07 September 2021 Your privacy settings blocked access to your location. Hf you want to change these settings, go to Settin =s=OnWO@B2B4+4O6O8

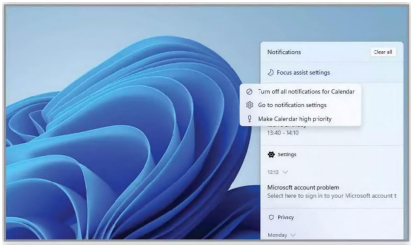
13:47
07/09/2021

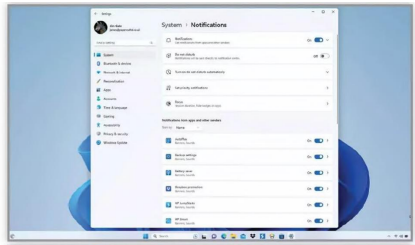

Notifications
Clear all
Focus assist settings
Calendar
Iben's Birthday
All day event, 07 September 2021
Settings
Microsoft account problem
Select here to sign in to your Microsoft account t
Privacy
Monday
Your privacy settings blocked access to your location.
If you want to change these settings, go to Settin
Tuesday 7 September


Calendar
Iben's Birthday
All day event, 07 September 2021
Snooze for
5 minutes
Snooze
Dismiss


Tuesday 7 September
September 2021
Mo Tu We Th Fr Sa Su
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3
4 5 6 7 8 9 10

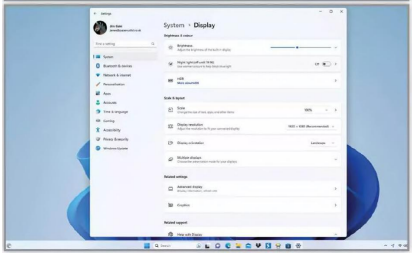
At the top of the Notifications panel is a button to clear all notifications. You can clear notifications individually by hovering the pointer over them and clicking the X. You can also click the menu button on each notification to see some notification settings, such as setting similar messages as a priority. Notifications D Focus assist settings @ “um offall notifications for Calendar $8 Go to notification settings Q Make Calerdar high p‘iority 1340-1410 @ settings wee Microseft account problem Select here to sign in to your Microsoft account t © Privacy Monday Quick Settings Panel Notifications and Quick Settings To manage your notification display settings, go to Settings > System > Notifications. Here you can choose the apps/features which can send you notifications, using the slider switches. Click the name of the app to see further settings, such as whether a sound is played, and the priority level. System » Notifications ee @ SESS. Q Seem cinrs meer Unlike in the previous version of Windows, Windows 11 separates the quick settings panel from the Notification Center. To access the quick settings panel in Windows 11, press Windows Key + a. The panel will appear in the same position on screen as the Notification Center. By default the panel contains buttons to quickly enable/ disable Wi-Fi, Bluetooth, Flight Mode, Battery Saver (if using a laptop) and Focus Assist. ASH ® cso woumgoesux«9 There are also sliders to control screen brightness and system volume. The exact settings that appear in the quick settings panel will vary, depending on if you are using a desktop ora laptop computer. At the bottom of the panel is a button to open the main Windows 11 settings app. System » Display Right-click anywhere on the Quick Settings panel to see a link to “Edit quick settings”. Click this and the buttons will be greyed out, and unpin icons will appear on each. Click these to remove a button from the panel. You can also click the + button at the bottom to add other quick settings buttons. £ 1403 FW rs/z021 BOn@oeaes«09 Some of the quick settings buttons will have an arrow on the button. Clicking these buttons will open a new panel, with further options for that particular feature. For example, the Wi-Fi button will open a list of available networks, and Keyboard Layout will open a list of the different layouts available. Fight mode Nectby sharing Night fight Boumo@auxd 1405 AF Grospan


Notifications
Clear all
Focus assist settings
Turn off all notifications for Calendar
Go to notification settings
Make Calendar high priority
Settings
Microsoft account problem
Select here to sign in to your Microsoft account t
Privacy
Monday


System › Notifications

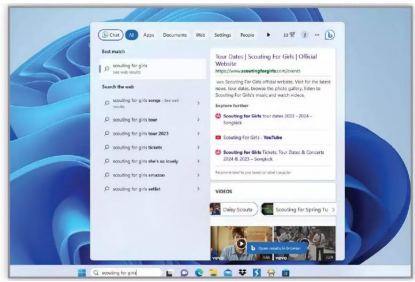
Bluetooth
Flight mode
Battery saver
Focus assist

Done
Add


System › Display

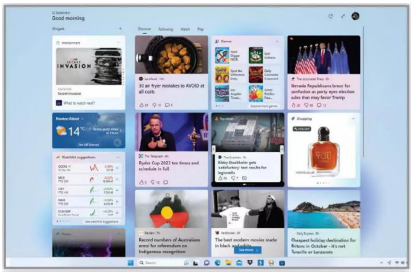
Bluetooth
Flight mode
Accessibility
Cast
Mobile hotspot
Nearby sharing
Night light

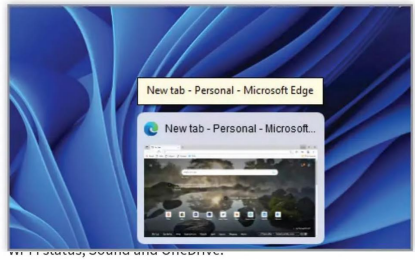
How to Use the Taskbar If you are moving from Windows 10 to Windows 11, the taskbar will likely be the first and most obvious change you notice. The taskbar has always been a useful tool, but in Windows 11 it becomes the real focus of the desktop and contains even more features and tools. Mastering the Windows 11 Taskbar The taskbar has always been more useful than many users realise. In Windows 11 the emphasis has shifted much more towards a simplified, but still powerful, selection of pinned tools/ apps. Taskbar Layout The taskbar runs the full length of the bottom of the screen, and is now divided into two main sections: Start Menu/Pinned App and System Tools. In Windows 11 the taskbar app icons are arranged in the centre of the taskbar (although this can be changed), with system tools on the right. The first icon in the row of taskbar icons is the Start menu button. Clicking this opens the Start menu directly above the icons. You can right-click the Start menu button to see a jump menu of additional links and tools. These include a shortcut to shut down or sign out of your computer. Solitaire & Casual Games Microsoft 365 (Office) ¥ @ To Do Microsoft TikTok Clipchamp fi 8 Calculator Clock Microsoft Store Recommended Family Derry atses a More > Screenshot 2023-09-22 103645 58m ago @ --. Ong O@Ba VHA d 20 = www.pelpublications.com elzaimtele}im = phe embedded search field of Windows 10 is back, simply enter a search term here and press return. This opens a new system search panel. This unified search allows you to not only search for things on your computer, but also in OneDrive and for results from websites. As you begin typing, search suggestions appear. © scouting for gins tour 2003 © scouting for gr ticets © scouting for ge he's so lovely 2 scouting for gies amazon 1 seating for git nett : a) eee The third button in the row of taskbar icons opens Task View. Task View is not a new feature to Windows, but it has been slightly changed and streamlined for this version. Task View allows you to quickly see every app and window you have open, switch between them and even create new desktops.


Chat
All
Apps
Documents
Web
Settings
People
Best match
scouting for girls
See web results
Search the web
scouting for girls songs - See web results
scouting for girls tour
scouting for girls tour 2023
scouting for girls tickets
scouting for girls she's so lovely
scouting for girls amateur
scouting for girls setlist
Tour Dates | Scouting For Girls | Official Website
https://www.scoutingforgirls.co.uk/events
Scouting For Girls official website. Visit for the latest news, tour dates, browse the photo gallery, listen to Scouting For Girls's music and watch videos.
Explore further
Scouting for Girls tour dates 2023 - 2024 - Songkick
Scouting For Girls - YouTube
Scouting for Girls Tickets, Tour Dates & Concerts 2024 & 2025 - Songkick
VIDEOS
Daisy Scouts
Scouting for Spring Tu
Open results to browse
scouting for girls

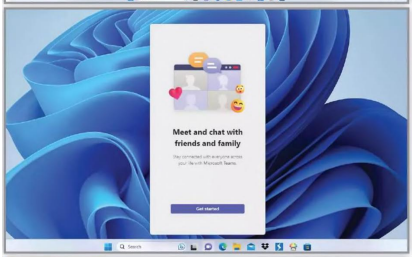
The far left Weather report button opens the Widget panel, on the screen. The widget panel can be customised to suit your needs with information such as weather, photos, stock prices, sports results and news stories. As Windows 11 develops, it is likely even more functionality will be added. | CcUvEEe Ryder Cup 2023 tee times and sehen in all Chat/Teams The huge recent rise of remote working and video meetings goes some way to explain why Microsoft have embedded Teams as part of Windows 11. Once you are set up and signed into your Teams account, clicking this button will open the start/join meeting interface. Meet and chat with friends and family Pinning Apps A few other apps and other software will be pinned to the taskbar when you first use your Windows 11 PC. You can add several more as and when you choose. To pin compatible apps, right-click on the app icon anywhere you see it (Start menu for example), and then click Pin to Taskbar. Microsoft Store Photos ee a KK. Move to front Microsoft Unpin from Start Clipchamp Run as administrator | Pin to taskbar ulator App settings Uninstall Family Recently added How to Use the Taskbar Hovering over any open app icon in the Taskbar brings up a Peek preview of the window. If a movie is playing, for example, you will see it playing here too. If you mouse over the preview, the actual app or window will pop up on screen. You will also see an X to close the window, without actually selecting it. New tab - Personal - Microsoft Edge @ New tab - Personal - Microsoft... Boaoowoeb aaa System Tools The right-hand side of the taskbar is reserved for the system tools, the time and date (which opens the Notification Center upon a click) and the Show Desktop button. The system tools will vary depending on your computer, but may include battery status, Wi-Fi status, Sound and OneDrive. 2:42 ¥ FMD gos 0 avHceB Taskbar Settings You have quite a lot of free reign when it comes to which apps you have showing in the taskbar. Open Settings > Personalisation > Taskbar. Here you can use the slider switches to enable or disable the default apps that appear. You can also change the alignment of the pinned apps back to the left. Personalisation » Taskbar www.pelpublications.com 21

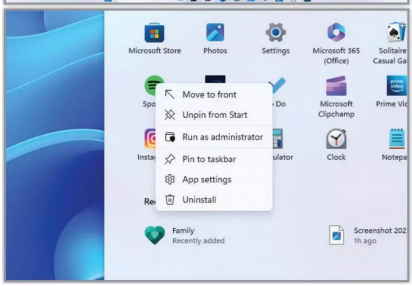
the window, without actually selecting it.

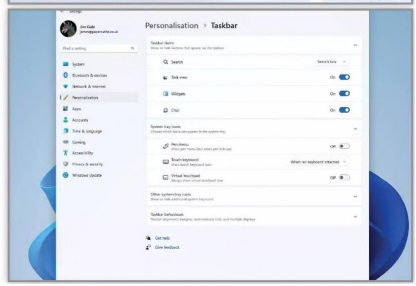




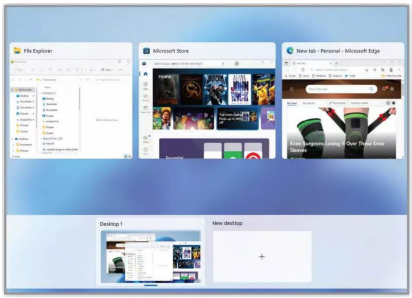
Wi-Fi status, sound and OneDrive.

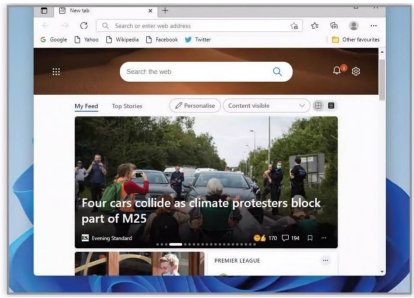






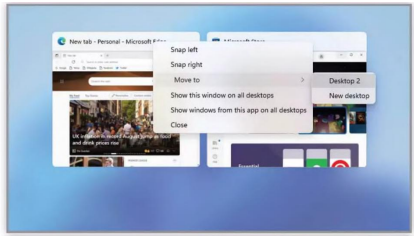
Using Task View and Multiple Desktops Task View was introduced properly in Windows 10, as a way to make multi-tasking easier and allowing the creation of extra desktop areas. In Windows 11 it's even easier to instantly check and switch to open windows; and to create and manage multiple desktops. Using Task View Task View is a quick way to view and manage all of the windows and apps open on your PC at any given moment, even those that are minimised. Task View is accessed by clicking the third icon in Step 1 the taskbar; the white square on the black square. The Task View screen is split into two sections: Open tasks and desktops. Any apps or windows you have open, even if they are currently minimised, will be displayed in the open tasks panel. The size and shape of the windows shown in Task View depend on the size and shape of the actual window. For example, if you have Microsoft Edge open at full screen, it will be displayed as a wide rectangle in Task View. If you have a lot of windows open, the open tasks panel will be scrollable. 22 ~www.pclpublications.com Click on any window or app in Task View to open it at full size on the desktop. It will appear in front of any windows you already had open and visible on the desktop. You can also close windows or apps directly from the Task view. Just hover the mouse over the window and click the X button. BO © Newb G Search or enter web addre Google [} Yahoo [} Wikipedia [5 Facebook YF Twitter MyFeed Top Stories a See. ‘ 5 a Four cars collide asi¢limate protesters block part of M25 mo Dia PREMIER LEAGUE If you right-click on one of the windows/apps shown in Task View, you will see several more options. Snap left/ right will open the selected window, but “snapped” or positioned to the left or right of the home screen. You will see that there are also several options for showing/ hiding the window on new desktops. B® Microsoft Store W File Exolorer a Snap left ~ 1a Snap right Move to Show this window on all desktops Show windows from this app on all desktops Close

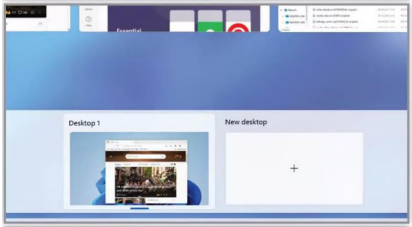

File Explorer
Microsoft Store
New tab - Personal - Microsoft Edge
Desktop 1
New desktop

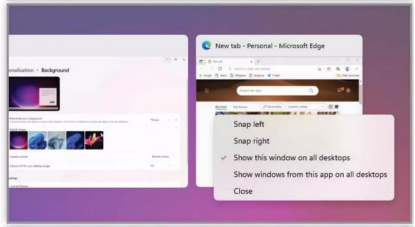

New tab
Search or enter web address
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Search the web
My Feed
Top Stories
Personalise
Content visible
Four cars collide as climate protesters block part of M25
Evening Standard
170
194
PREMIER LEAGUE

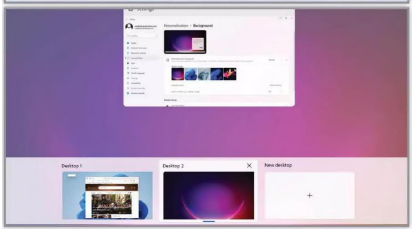
Using Task View and Multiple Desktops Using Multiple Desktops Creating multiple desktops is a great way of separating your activities across multiple defined spaces, and helps you concentrate and split your workload. essentially extra workspaces, so for example you can have one space with your email and chat windows open and another where you're working in PowerPoint without email distractions. One of the great features in Task View is the Click or tap the New Desktop button at the bottom of the Task View screen and you will see an entirely new and blank desktop. If you had any apps or windows open in the main desktop, they won't be open here. Don't worry, they haven't been closed, they are still open on the other desktop. Step 3 With Task View open, right click on one of the desktop previews at the bottom and you can choose a different background wallpaper (making identifying which desktop you are on currently easier), and also you can choose to move a desktop to the left or right, switching which one is the main desktop. ability to add extra desktops. Virtual desktops are You can right-click the apps in Task View to send them to another desktop. You can also drag and drop windows/apps from one desktop to another. If you have an app or window open in one desktop and then try to open it in another, you will just switch to the desktop where it was already open. ©@ New tab - Personal - Microsoft F- ~~ Snap left Snap right Move to > Desktop 2 Show this window on all desktops New desktop Show windows from this app on all desktops Close hal | To get around this problem, open the Task View and right click on an app or window. From the menu, choose either "Show this window on all desktops" or "Show windows from this app on all desktops". You can also use this menu to move apps or windows between your open desktops. © New tab - Personal - Microsoft Edge Snap left Snap right = Show this window on all desktops Show windows from this app on all desktops Close Step 6 If you hover over the apps and windows shown in the Open Tasks panel, you will see an X appear; now you can close superfluous desktops down to save resources. Doing this doesn't close any apps down, so you don't need to manually move them yourself. It just automatically adds them to the main desktop for you. © ew tab - Persona! - Microsoft Eage www.pelpublications.com 23

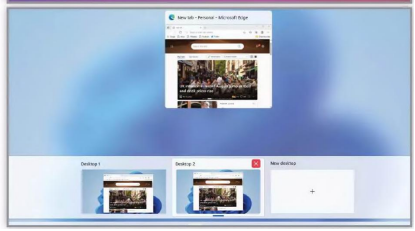
New tab - Personal - Microsoft Edge
Microsoft Store
Desktop 1
New desktop


New tab - Personal - Microsoft Edge
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close
Desktop 2
New desktop

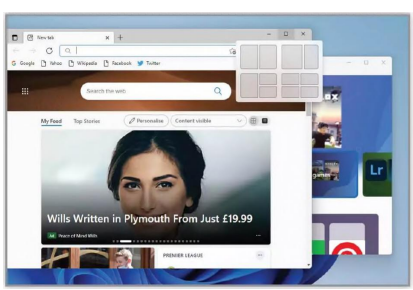

Desktop 1
New desktop

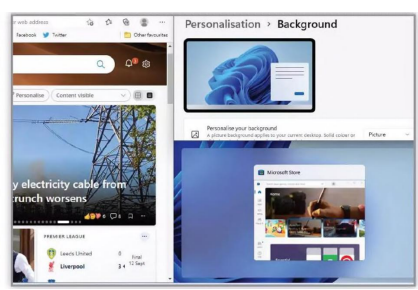

New tab - Personal - Microsoft Edge
Snap left
Snap right
Show this window on all desktops
Show windows from this app on all desktops
Close

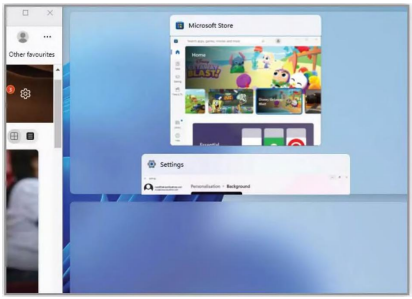

Desktop 1
Desktop 2
New desktop

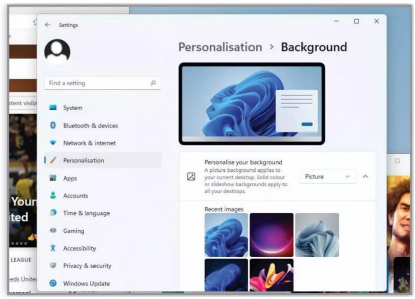

Desktop 1
Desktop 2
New desktop

Using Snap Layouts and Snap Groups Snap Layouts and Snap Groups, while similar to Snap Assist in Windows 10, are completely new features for Windows 11. Each is designed to make your life easier by giving you new ways to organise and retrieve apps and windows on a busy desktop. Using Snap Layouts Snap Layouts are a quick and easy way to organise a busy or cluttered desktop. They are similar to Snap Assist, but are created in a new and different way. Step 1 Snap Layouts can be created with just one open app or window, but really come into their own when several are open. Move your mouse over the Maximise button (top-right corner) of any open app or window, without clicking. After a second, a brand new menu will pop up, showing the available layouts you can use. o [al [3 Yehco [3 Whepecia [9 Facebook PF Twitter PREMIER LEAGUE There are 4 preset layouts available (at present, although more may be added): 2 equal windows side-by-side, 2 unequal windows side-by-side, 3 windows and 4 equal windows. Click on whichever you want to use, and the window/app you used to open the layout will snap into one of the positions. Your other open windows/apps will appear as previews in one of the other layout positions. Click one of them to open it in that layout position. The process is then repeated for any other open windows, if you choose a layout with more than 2 spaces. Windows are automatically resized to fit in the layout. Personalisation » Background y electricity cable from runch worsens If you now try to move a window or app out of the layout, it will switch back to its original dimensions when it unsnaps from the grid. You can create multiple Snap Layouts, each containing different apps/windows. These remain until the windows are closed or removed from the group. System Bluetooth & d a 6 ’ nt a 3 D Ti s x e e@ 24 ~www.pelpublications.com



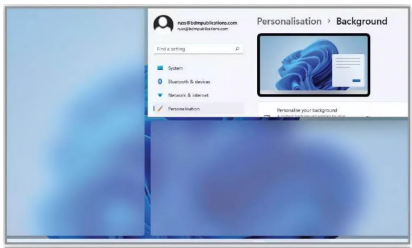


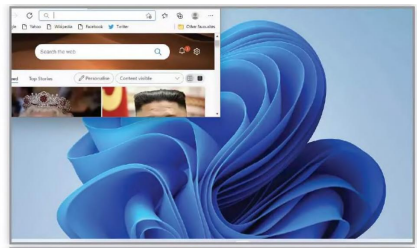

Other favourites
Microsoft Store
Settings
Personalisation › Background

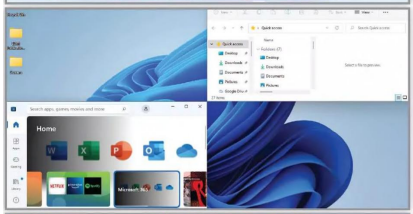

Settings
Personalisation › Background
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalise your background
A picture background applies to your current desktop. Solid colour or slideshow backgrounds apply to all your desktops.
Picture
Recent images

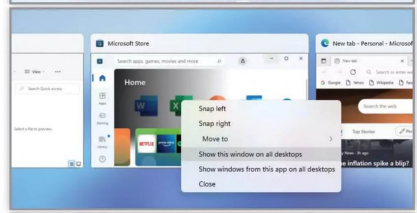
Using Snap Layouts and Snap Groups You can change the dimensions of the layout once you have created one. With the layout open, hover your mouse over the line where the windows meet, either horizontally or vertically. A wider bar will appear, which you can click and drag to change the horizontal or vertical dimensions of the layout. ‘uss @bdmpublications.com Personalisation » Background russtbameublicatons.cor system © Bluetooth & devices: F Network & internet 17 Personalisation Using Snap Groups You can snap apps and windows into position using a keyboard shortcut as well. Highlight a window and then press Windows Key + one of the arrow keys. Depending on which direction you press, the window will snap left, right, up or down. Combine key presses to snap up and left, for example. clal Bie D) vatoo [3 witipesse [Facebook Wh Tener Snap Groups are an extension of Snap Layouts, keeping snapped apps and windows together even when the layout is minimised. Once you have created a Snap Layout, or multiple layouts, you can minimise the whole thing (by clicking the Show Desktop button on the right of the Taskbar) or minimise each individual app or window. As long as they are not closed, the layout persists as a Snap Group. If you use multiple desktops, you can move Snap Groups to any of the additional desktop areas. Just open the Task View, and then right click on each of the apps or windows in the group and choose, “Show this window on all desktop”. The group will automatically be recreated on the other desktop. Show this window on all desktops Show windows from this app on all desktops. ™ Close If you move your mouse over any of the Taskbar icons of apps or windows in a group, two Peek windows will pop up. One shows the app on its own, and they other shows the app in the group. To re-open the group, just click on the group preview. To open the app on its own, click that preview. BS File Explorer — BS @ B Group| Fie&X. x Step 4 You can find a lot of different settings for how windows snap in the main settings > System > Multi-tasking. Click the Snap windows option and a list of different settings will open. You can also, if you wish, completely turn off window snapping here, using the slider switch. System > Multi-tasking CB Snap windows Automatically resize and arrange windows @ When | snap 2 window, show what I can snap next to it @ Show snap layouts when | hover over a window's maximise button @ wren | drag a

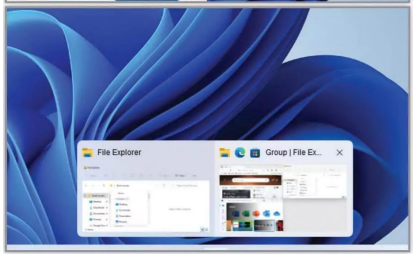
window, let me snap it without dragging all the way to the screen edge @ Wren | snap 2 window, automatically resize it to fill available space @ Wren | resize a snapped window, simultaneously resize any adjacent snapped window ©) Desktops

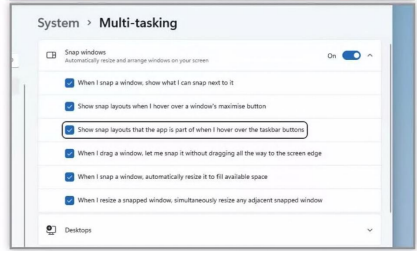








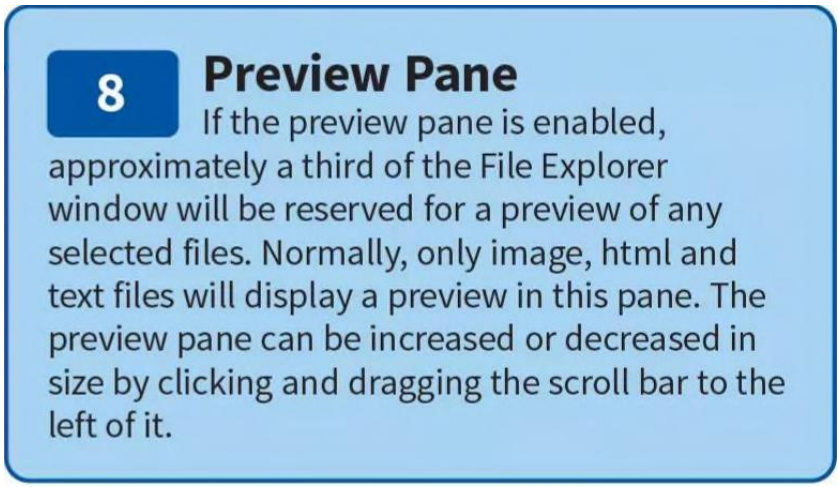


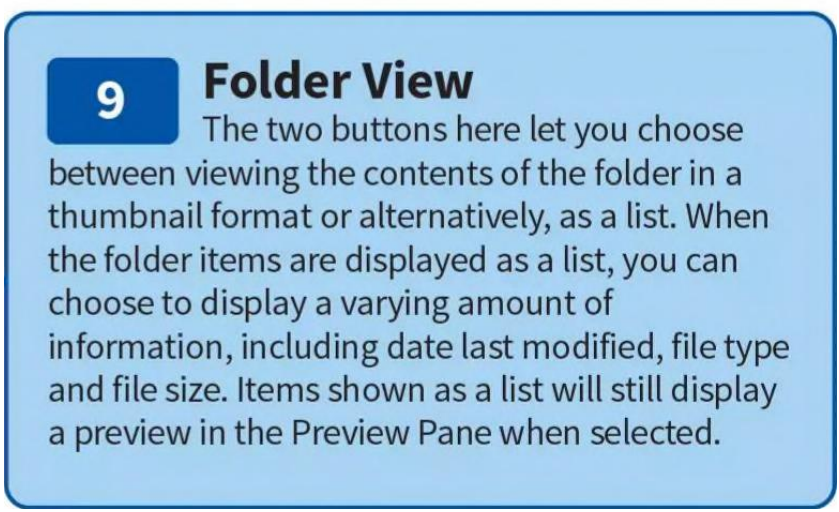

System › Multi-tasking
Snap windows
Automatically resize and arrange windows on your screen
On
When I snap a window, show what I can snap next to it
Show snap layouts when I hover over a window's maximise button
Show snap layouts that the app is part of when I hover over the taskbar buttons
When I drag a window, let me snap it without dragging all the way to the screen edge
When I snap a window, automatically resize it to fill available space
When I resize a snapped window, simultaneously resize any adjacent snapped window
Desktops

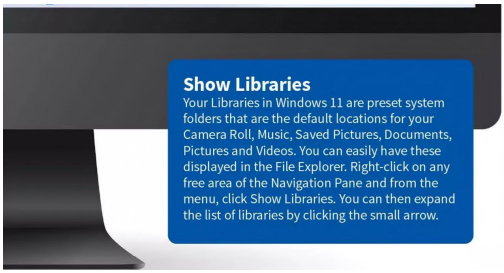
Inside the File Explorer Although the File Explorer is much the same as it was in previous versions of Windows, it's still worth exploring it further. The File Explorer is one of the most overlooked tools in Windows, but if you want to be able to find your accumulated photos, music files, word documents and other files, without having to use Search every time, it's definitely something you should be familiar with. Camera Roll x + File Explorer Toolbar € Fe) Ol > irre: 2: Comesii The simplified Explorer toolbar still ; ; 7 contains all of the tools you need to manage the ii Nal of Civiey | "Ep Seerbectqomt emia Li oot different files and folders you can view. Once you Poe have selected a file or folder in the main pane, Fi cay more tools become active. You can also click the "More menu" button to see additional options ee such as Burn to disc and Compress to Zip file. & Downloads = -# G Documents WR Pictures @ Music pexels-eugene-golovesov-12668163 pexels-gustavo-fringee Navigation Pane - Folders The left-hand sidebar contains a list of different file folders on your computer. Clicking on any of the folders shown here will display the various files and folders inside; in the main pane. The list is split into sections, including Quick Access/Recent, OneDrive and This PC. If you right-click on a blank area, you can choose to show All Folders here. Info Bar The thin bar along the bottom of the File Explorer displays several bits of useful information. If nothing in the main window is selected, the info bar shows the total number of items in the selected folder. Click on a file and the file size is also shown here. If you select several files, the number of items selected is shown, along with the total size of all selected items combined. Folder Contents Pane When a folder is selected in the File Location sidebar, its contents are shown in the main pane. The contents of any single folder may vary greatly of course, but Windows uses standard icons to show Word documents, text files, various different image formats and shortcuts to apps and software. As you can see here, images will usually be displayed as a thumbnail unless view settings have been changed. 26 ~www.pclpublications.com i Videos Ps pexels-august-de-richelieu-4262414 DD In Print Writing Screenshots ™ Third Party Images Wi this Pc (i Network pexels-kadir-akman- 14538750 pexels-la-miko-3671300 pexels-laura-meinhardt < . Bei A | Bae ar c=. _ vé pexels-spora-weddings-16364515 pexels-narishsitnv-18280318 items item selected 1.85MB ec BQ se wt @e

Inside the File Explorer Menus Window Controls You will have noticed by now Almost every window that opens in that Windows 11 has some fancy new Windows includes these controls. From left to icons in place of the previous cut, paste, right they are: Minimise, Maximise and Close. In copy, rename and so on. They may alittle Windows 11, moving the mouse over the getting used to, especially if your muscle maximise button brings up the Snap Layouts memory mouse finger keeps hitting the panel. Right-clicking on the control bar will show wrong icon! Don't worry, though, it won't you a couple of extra controls, including Restore, take long to adapt. Move and Size. va Search The familiar Search Bar may look identical to previous versions of Windows, however, there's a lot more going on under the hood. Windows 11 utilises new search patterns, making it faster and easier to find what you're after. 2 pexels-juan-alvarado-18113138 40 pexels-maria-rosenberg-2171583 Preview Pane If the preview pane is enabled, approximately a third of the File Explorer window will be reserved for a preview of any " ei selected files. Normally, only image, html and i 185 MB text files will display a preview in this pane. The Fle location CAUsers\james\OneDrive\Pictures\Camera Rol preview pane can be increased or decreased in pings sath size by clicking and dragging the scroll bar to the left of it. a pexels-narishsItnv-18280318 @ Share Details E£ Properties Folder View The two buttons here let you choose between viewing the contents of the folder in a thumbnail format or alternatively, as a list. When the folder items are displayed as a list, you can choose to display a varying amount of information, including date last modified, file type and file size. Items shown as a list will still display 7@uacv ep lathe a preview in the Preview Pane when selected. 29/09/2023 ~ The View Tab The View tab in File Explorer allows you to completely change how the window looks, how files are displayed and even whether each item has a permanent check box next to it. One of the Show Libraries Your Libraries in Windows 11 are preset system folders that are the default locations for your Camera Roll, Music, Saved Pictures, Documents, Pictures and Videos. You can easily have these displayed in the File Explorer. Right-click on any free area of the Navigation Pane and from the menu, click Show Libraries. You can then expand the list of libraries by clicking the small arrow. most useful tools in the View tab is the Details Pane

button. This switches the Preview Pane to show a list of file details instead. This is particularly useful if you are looking at images.


8
Preview Pane
If the preview pane is enabled, approximately a third of the File Explorer window will be reserved for a preview of any selected files. Normally, only image, html and text files will display a preview in this pane. The preview pane can be increased or decreased in size by clicking and dragging the scroll bar to the left of it.


9
Folder View
The two buttons here let you choose between viewing the contents of the folder in a thumbnail format or alternatively, as a list. When the folder items are displayed as a list, you can choose to display a varying amount of information, including date last modified, file type and file size. Items shown as a list will still display a preview in the Preview Pane when selected.



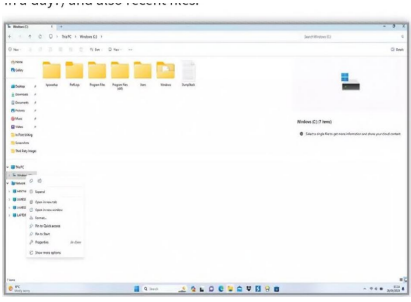
Show Libraries

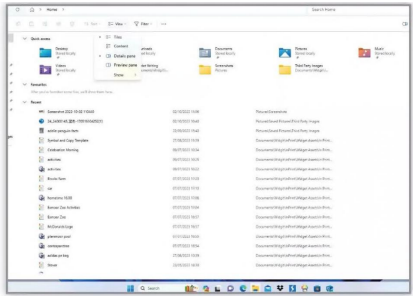
Your Libraries in Windows 11 are preset system folders that are the default locations for your Camera Roll, Music, Saved Pictures, Documents, Pictures and Videos. You can easily have these displayed in the File Explorer. Right-click on any free area of the Navigation Pane and from the menu, click Show Libraries. You can then expand the list of libraries by clicking the small arrow.

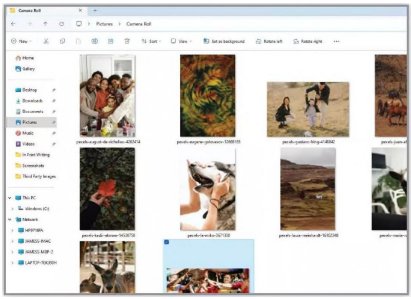
The View Tab

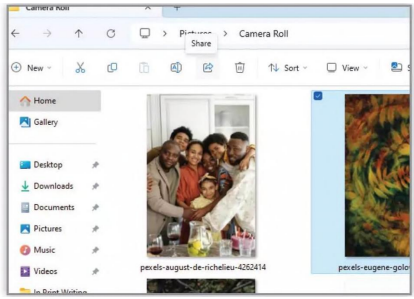
The View tab in File Explorer allows you to completely change how the window looks, how files are displayed and even whether each item has a permanent check box next to it. One of the most useful tools in the View tab is the Details Pane button. This switches the Preview Pane to show a list of file details instead. This is particularly useful if you are looking at images.

How to Use File Explorer You can just use the powerful and improved search feature to find files and documents; but the new, simplified File Explorer is often a better choice, especially if you are looking for groups of files or want to preview several files to find the right one. What Features in File Explorer? File Explorer is a much undervalued part of Windows. And while it hasn't fundamentally changed for several versions of the operating system, Windows 11 has made some changes, which we'll take you through here. The way you browse files in Windows 11 is Step 1 ne \ : . Step 3 similar to previous versions of Windows, but File Explorer has been slightly simplified. The main Quick Access window shows you your most frequently used folders (after all, how many of us dip into more than five or ten folders ina day?) and also recent files. There are new icons across all File Explorer views. And there are a lot more file operations that you can access on the menu at the top of the window (known as the 'ribbon'), without the need to use the right-click menu. This makes it easier to use on PCs with touch screens. The sidebar also works on the same principle, and via a new Quick Access feature you can pin folders or files that you want to stick around. It will also show you Frequent folders too. You can pin things permanently onto Quick Access by right-clicking them and selecting Add to Quick Access. 28 ~www.pclpublications.com Step 4 The new icons are all fairly self-explanatory if you have used any PC in the past. There are icons for Cut, Copy, Delete, Rename and Share, as well as folder control icons like View and Sort. If you are unsure what any icon does, just hover your pointer over one to see a label pop up. é © > Picts-- > Camera Roll Share @® New ; W NL Sort D View 84 > Home FY Gallery GR Desktop & Downloads & Documents PR Pictures © Masic rr pexels-august-de-richelieu-4262414 Gi Videos



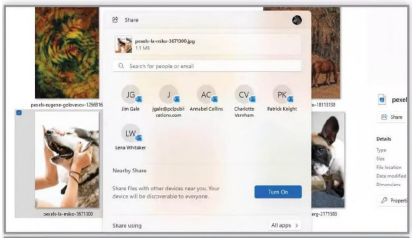


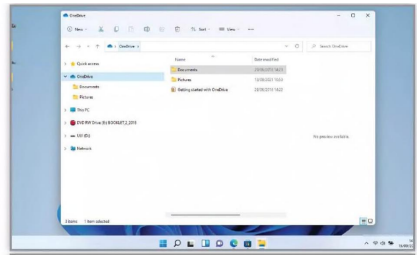


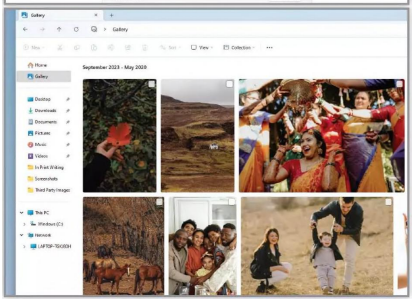

Camera Roll
Share
New
Sort
View
Home
Gallery
Desktop
Downloads
Documents
Pictures
Music
Videos
pexels-august-de-richelieu-4262414
pexels-eugene-golo

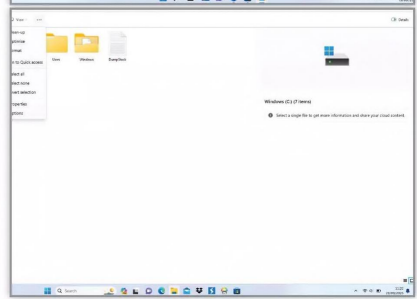
The simplification continues on the This PC screen. All of the controls are still there, you just need to click on the More menu (the three dots) in the top bar. This menu is contextual. For example, select a drive such as C: and then click the menu to see additional options such as Pin to Quick access and Properties. D > ThisPC > Windows (cy > ser- O vew of Cleanup Op Home sath | | a pvhi 3 Format sere Windows Dumpsract SP Pin to Quick access * pswcetup Pertboge Program HE Select al 88 Select none Invert salection BB reoricrs Sharing files in File Explorer is again a simple process, click on the Share link and the share panel will open. The sharing options shown here will vary depending on which apps you have installed and which communication features you have decided to set up. B share pexels-la-miko-3671300,jpg 11M8 J AC, : — « « vBn13136 pexelseugene-golovesov- Charlotte PatrickKnight = varnhem We ena Whitaker Nearby Share ther devices near you. Your ;coverable to everyone, Share using Allapps > Step 7 When viewing some files, such as photos, in File Explorer, it can be useful to see numerous images together. This is where the Gallery option, in the left side quick folders view, becomes very useful. By selecting this option you can access all the images you have on your device. Ovens — (Fl conection ‘September 2023 - May 2020 1) Third Party Images v Bi werc > Windows 2) Ya Neswork Wm LPToPToKeDH How to Use the File Explorer You can access just about every folder on your computer, both system and created folders, from the File Explorer. There are several folders in the sidebar that are always shown, including This PC, Network and OneDrive. Right click on the sidebar to add even more useful folders to this area. @ Open in new tab int (J Open in new window 3% Unpin from Quick access SP Pin to Start WD Copy as path & Properties "fa Open in Terminal Show more options If you’ve come from an earlier version of Windows, you should be familiar with OneDrive. It’s Microsoft’s cloud storage application and it’s available to access directly from File Explorer in Windows 11; so you can view your cloud-stored files just as if they were on your computer. he (a) ceing started with Oredrve @ DvORW ove) B00KETZ 2018 = wie a Here Son G@oe@gu You can quickly change how you view files in File Explorer using the folder view buttons in the bottom-right corner (thumbnail view or detail view). There are many more folder options, including privacy and view options, accessed by clicking

the More button and then choosing Options. Windows (C:) (7 items)
© Selecta singe fe www.pelpublications.com

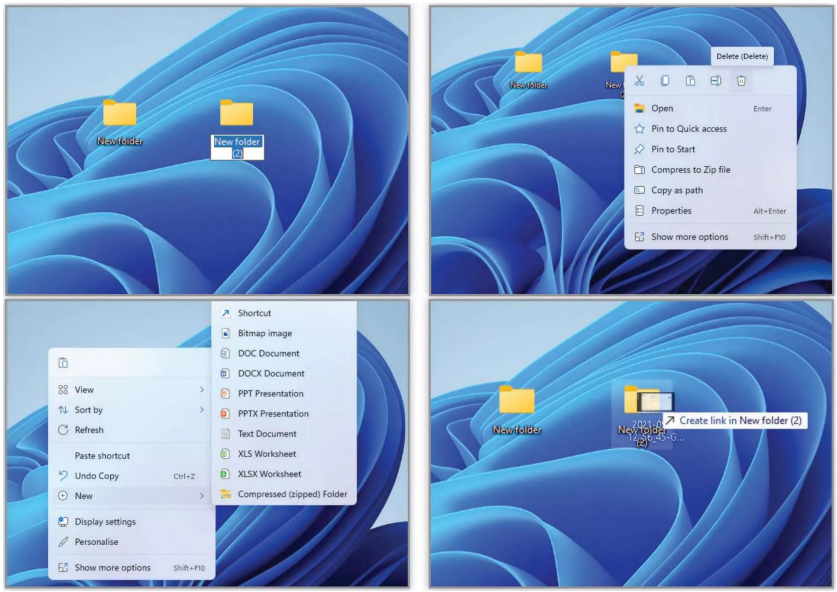






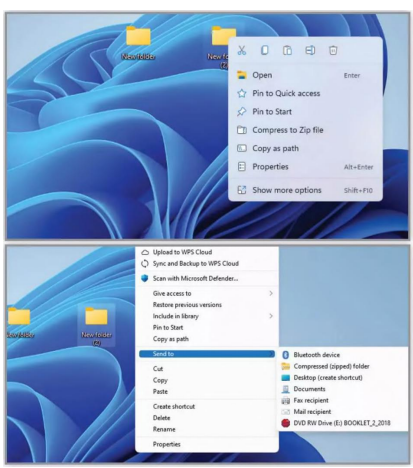


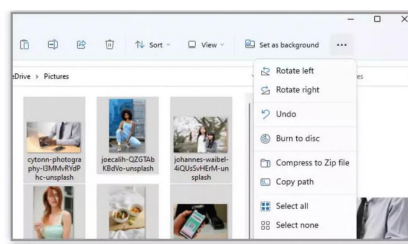
Create and Manage Folders Despite all of the changes to the Window's OS, folders have remained one of the core tools for organising your files. Much more than just boxes to keep your photos or music files in, folders can really help to improve how you use Windows 11 on a day-to-day basis. Creating New Folders It may seem too simple if you are a long time Windows user, but here's a look at how to create new folders on the desktop and within other folders. Step 1 On the desktop, right-click and select New folder from the action menu that appears. The familiar yellow folder icon will then appear at that position on the desktop (wherever you clicked), with the name automatically set as 'New folder' but highlighted ready to change. A Shortcut Bitmap image DOC Document DOCX Document View PPT Presentation Sort by G Refresh PPTX Presentation Text Document Paste shortcut XLS Worksheet Undo Copy XLSX Worksheet HPO Some Pe e8@ BF New Compressed (zipped) Folder v Display settings N ZY Personalise Shift + F10 §3 Show more options Step 2 You can leave the name as 'New folder' if you wish. If you then create a second folder next to the first, it will automatically be named 'New folder (2)? You can rename a folder at any time by left-clicking on the title once, or right-clicking and selecting Rename from the menu. (2) 30 =www.pclpublications.com Double-click any folder to open it and view the contents. You can move items into a folder by selecting, dragging and dropping into an open folder or a closed one. If the folder is closed, drag the selected items over the top of it until the folder is highlighted, then release. Step 4 To delete a folder, right-click on it and select Delete from the action menu. You can also click and drag the folder to the Recycle Bin icon on your desktop. Anything in the folder will also be placed in the recycle bin. To move folders around the desktop, just click, drag and drop them. Delete (Delete) * 06 @ WwW 'BD Open YY Pin to Quick access < > Pin to Start ED Compress to Zip file 4 Copy as path =] Properties Alt + Enter {3 Show more options Shift + F10

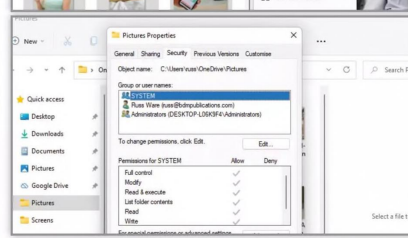

New folder
New folder
Delete (Delete)
Open Enter
Pin to Quick access
Pin to Start
Compress to Zip file
Copy as path
Properties Alt+Enter
Show more options Shift+F10
View
Sort by
Refresh
Paste shortcut
Undo Copy Ctrl+Z
New
Display settings
Personalise
Show more options Shift+F10
Shortcut
Bitmap image
DOC Document
DOCX Document
PPT Presentation
PPTX Presentation
Text Document
XLS Worksheet
XLSX Worksheet
Compressed (zipped) Folder
New folder
Create link in New folder (2)

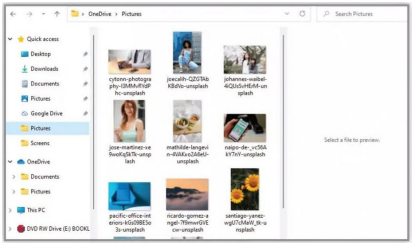
Managing Your Folders Create and Manage Folders Once created, folders can be adapted and customised in a number of ways. You can even change the default icon used whenever a new folder is added. You can manage a folder in a number of ways, without even opening it. Right-click on any folder and the action menu appears. The exact options that appear will depend on the apps or software you have installed but can include: scan for viruses, compress, shred, zip and more. * 08980 ‘B Open YW Pin to Quick access < > Pinto Start £0 Compress to Zip file Copy as path Properties Alt + Enter £3 Show more options Shift + FI0 The standard (Windows 11) options in the folder action menu include: Pin to Quick Access, Open, Share, Pin to Start, Send To, Cut, Copy, Rename and Delete. Some of these options are shown as new icons along the top of the action menu. You can see more folder options by clicking that option. © Upload to WPS Cloud © Sync and Backup to WPS Cloud @ Scan with Microsoft Defender... Give access to Restore previous versions Include in library Pin to Start Copy as path : STEED) Bluetooth device Cut BS Compressed (zipped) folder Copy il Desktop (create shortcut) Paste B Documents GR Fax recipient 2 Mail recipient @ DVD RW Drive (E:) BOOKLET_2_2018 Create shortcut Delete Rename Open the folder and a whole range of further options are available along the top of the new window. Again, these are a mix of icons and test options. When you select something in the folder, yet more options will appear, which vary depending on the type of file you selected in the folder. © > = » | M>-onones Pitme el cytonn-photogra phy-l3MMVRVGP Y He Quick access Ml Desktop -" & Downloads ' B Documents Heenan WA Pictures © Google Drive splash ty SJ naipo-de-_vc56A kYTnY-unsplash santiago-yanezwgU7cMaW_tk-u > @ DVDRW Drive (E) BOOKL gr Select a file to preview Most of these options are self-explanatory, such as copy, paste and select all, but some are a little more confusing. Most casual computer users won’t need to use 90 per cent of the options in day-to-day use but it is worth understanding them anyway. Add a few files to the folder and experiment. Step 4 TL Sort D View ~ $3 set as background Rotate left Rotate right Undo Burn to disc Compress to Zip file Copy path 8 Select all Select none If you want to get really deep into managing your folders, there are even more options to explore. Open any folder and right-click anywhere inside the main window. From the

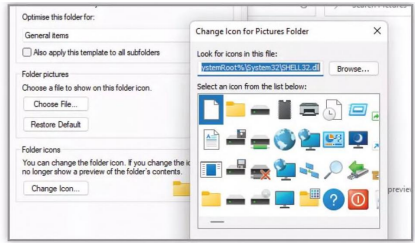
action menu that appears, click Properties. Here you can manage all sort of things; from security to icon style. ‘1 Pictures Properties General Sharing Securty Previous Versions Customise ~ 4 T> On Objectname: C:\Users\vuss\OneDrive\Pictures ‘Group or user names: We Quick access Fuss Ware (russ @bdmpublications com) GZ Desktop 82. Administrators (DESKTOP-LOSK9F4\Administrators) sb Downloads To change permissions, click Edt @ Documents Permissions for SYSTEM Ful control BR Pictures & Google Drive Pictures 1s Screens Step 6 To change the icon style (which will change the style of all folder icons), click the customise tab and then click Change Icon at the bottom. Scroll to view all of the available icons (downloaded icons can be accessed by browsing), click on your preferred icon and click OK. Select a file to Optimise this folder for: i | Change Icon for Pictures Folder General items (Aso apply this template to all subfolders Look for icons in this file: Folder pictures Choose a file to show on this folder icon. Choose Fle. Select an icon from the list below: Dj= = <'eha, ot i.) 128 a oe MS OS, na EEO Restore Default Folder icons You can change the folder icon. If you change the i¢ no longer show a preview of the folder’s contents. www.pelpublications.com 31





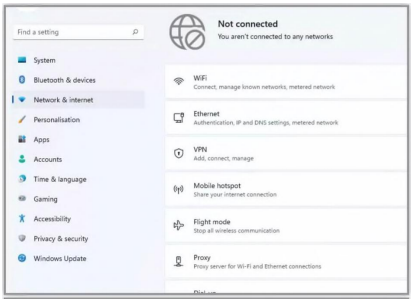


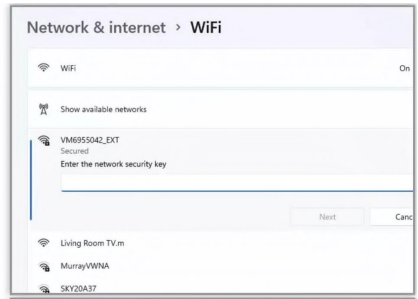

OneDrive › Pictures
Search Pictures
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKL
cytonn-photography-i2MMvRVdPhc-unsplash
joecalth-Q2GTAbKBdVo-unsplash
johannes-waibel-4QUxSvHEdM-unsplash
jose-martinez-xe9woKq5ATk-unsplash
mathilde-langevin-dVAKxo2AdeU-unsplash
naigo-de-_vc56AkY7nY-unsplash
pacific-office-interiors-kGz09BE5o3s-unsplash
ricardo-gomez-angel-7FmwrGVEcw-unsplash
santiago-yanez-wgU7cMaW_8k-unsplash
Select a file to preview.

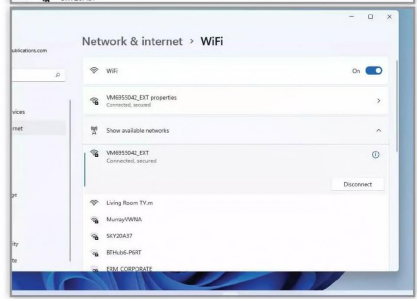

Optimise this folder for:
General items
Also apply this template to all subfolders
Folder pictures
Choose a file to show on this folder icon.
Choose File...
Restore Default
Folder icons
You can change the folder icon. If you change the i
no longer show a preview of the folder's contents.
Change Icon...
Change Icon for Pictures Folder
Look for icons in this file:
Browse...
Select an icon from the list below:

“ = > Connecting Your * | PC to the Internet Setting an Internet connection is an important step. Windows 11 makes joining and managing networks easy, bringing all of the relevant settings together in one place, including VPN and hotspot settings; and even the Wi-Fi adaptor hardware properties. Connecting to Wi-Fi A Wi-Fi network connection is now by far the most common way people connect to the Internet. The process should be fairly familiar to you by now, but if not, here are the exact steps to connect. Step 1 If your computer is not connected to the Internet, side of the taskbar. You can either click this and select Wi-Fi from the quick settings, or you can open the main Settings app > Network & Internet > Wi-Fi (the best route with a brand new connection). Not connected You aren't connected to any networks System Bluetooth & devices Network & internet Ethernet Personalisation Authentication, IP and DNS settings, metered networ Apps VPN Accounts Add, connect, manage ® Time & language ik Mobile ho ete Share your Accessibility Flight mode Stop all wireless communication Privacy & security QB Prony Proxy server for Wi-Fi and Ethernet connections Windows Update Step 2 Use the slider switch to enable Wi-Fi on your computer. Now click “Show available networks” to see a list of the networks within range of your computer. This may take a few seconds to scan and find the networks. Hopefully you will see the Wi-Fi network you want to connect to. Network & internet > WiFi Show available networks VM6955042_EXT Living Room TV.m MurrayVWNA SKY20A37 ERM_CORPORATE ERM_FALLback 32 www.pclpublications.com Windows will display a small globe icon on the right Click on the required network name in the list and then click “Connect”. As this is probably the first time you are connecting, you will then need to enter the password (Network security key) for the network. Click “Next” and as long as the network/password is correct, you should be good to go. Network & internet > WiFi Show available networks VM6955042_EXT Secured Enter the network security key Living Room TV.m MurrayVWNA B SKY20A37 Step 4 To disconnect from the Wi-Fi network at any time, open Settings > Network & Internet > Wi-Fi again, and click on the networks list. Click the Disconnect button. You can also choose to Forget the network (sometimes useful for troubleshooting connections), in the Manage known networks section. Network & internet >» WiFi S WiFi

'VM6955042_EXT properties Connected secued Show available networks vie95s042_EXT Connected, secured @® Living Room TV. MurrayVWNA ‘SkY20837 BTHub6-P6RT

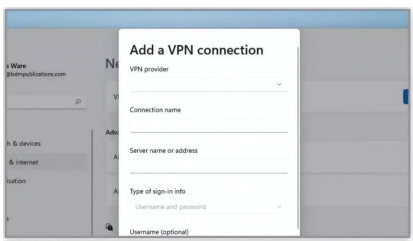


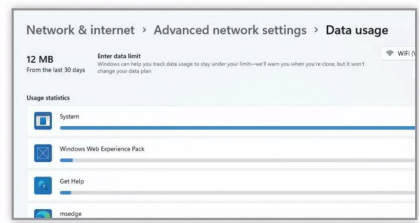


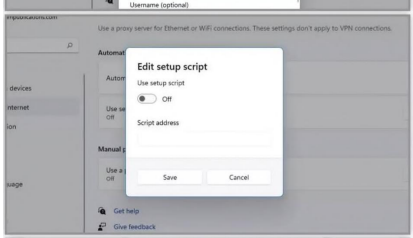


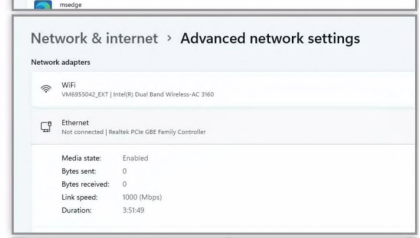
Manage Network Settings Connecting Your PC to the Internet We'll show you how to master your Wi-Fi settings and explain what you need to do if you have a problem connecting to the Internet. If you need to log in to a home VPN or VPN Settings corporate network, this is where you will need to enter the appropriate VPN settings. It's fairly easy to do but you'll need the configuration details from your IT help desk (they will have to enable your VPN access), plus your username and password. Add a VPN connection VPN provider Server name or address Type of sign-in info Proxy Settin gs If you use a proxy server, this is where you enter any specific settings to do with that. However, Windows 11 should automatically detect proxy settings. Note that the settings you configure here won't apply if you connect via a VPN, because a VPN essentially skips the need for a proxy. Edit setup script Use setup script @> of Script address Mobile Hotspot You can tum your Windows 11 PC into a mobile hotspot, sharing your Internet connection with other devices over Wi-Fi. You can share Wi-Fi, ethernet or cellular data connections. Once enabled, other devices will be able to see your computer when they search for networks to connect to. Network & internet » Mobile hotspot Mobile hotspot Power saving When no devices are connected, automatically turn off mobile hotspot Properties Network properties Name: DESKTOP-LO6K9F4 8295 Password: 39b2+/86 Ina move designed to keep up with more mobile-based computing devices, Windows 11 includes a data usage page in Settings too. Here it splits your data between wired and wireless. We'd like to see more advanced settings than this too, so you could see how much data you used on a public wireless hotspot, for example. Network & internet >» Advanced network settings >» Data usage Enter data limit ® WiFi(Windows can help you track data usage to stay under your limit—we'll warn you when you're close, But It won't change your date plon 12 MB From the last 30 days Usage statistics 'System & 'Windows Web Experience Pack cs | Get Help Disable Adaptors Another thing you can do is to disable and re-enable your network adapter (like the Wi-Fi card in your laptop). View your network connections by clicking Advanced Network Settings in Network Internet and then right-click the network connection in question. You can disable or re-enable it. Network & internet » Advanced network settings Network adapters @ Wifi VM6955042_EXT | Intel(R) Dual Band

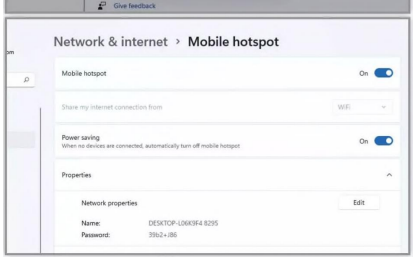
Wireless-AC 3160 im) Ethernet Not connected | Realtek PCle GEE Family Controller Media state: Enabled Bytes sent: 0 Bytes received: 0 Link speed: 1000 (Mbps) Duration: 3:51:49 Flight Whefe(-we =f you are using a laptop, you will also have access to Flight mode settings (this can also be accessed through the Quick settings panel from the home screen). Here you can disable Wi-Fi and Bluetooth individually, or simply use the Flight Mode slider switch to disable all wireless connections. Network & internet > Flight mode phe Airplane mode ‘Stop all wireless Bluetooth S@ Gethelp £& Give feedback www.pelpublications.com 33









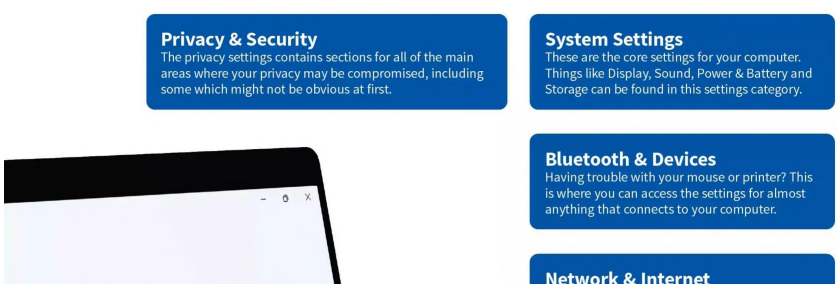


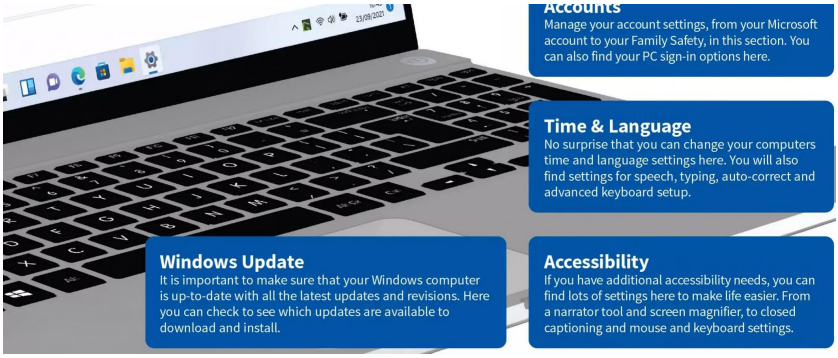
Exploring the Windows 11 Settings The main settings app in Windows 11 has been completely redesigned, making it much easier to find everything you need to keep your computer working the way you need it to. You can find the settings app in the Start menu, or open it by pressing the Windows Key +I. Settings Account & Search System At the top-left of the settings window, @ you will see your Microsoft account name and DESKTOP-LOGKOFA email address, along with an avatar image (if you vate Pro RSO-B have chosen one). Clicking this will take you to 9 See se the settings Accounts page. Below that is a Findasetting = Rena search field, allowing you to look for specific eo settings within the app. “ ns ‘ a. prightness night light, disP!9V pee 5) Blu etooth & devices internet und +e gound devices Settings Categories @ Network Bei et) aaa, eves, ato ine In the left sidebar are all of the main aligation settings categories, from System settings to fer ens Windows Update settings. This sidebar remains anaes apps and system visible no matter where you are within the Bi Apps sain settings app. Clicking each category heading will open a list of sub categories. & Accouy” Focus asst cles at Lions, auto! ‘me & langued® sal po Gaming aie sage, narter ave ea Quick Info Panel silty Along the top of several settings pa eo acgcind categories you will see relevant information a secutity HOA ne arives, configure about the current settings. For example, at the @ rived a top of the System settings, you will see the name ; = Updat of the PC, Windows Update status and links to 8 Window Nearby shat ai caved fs loca OneDrive and Office365. At the top of the B piscoversdillv Peace Network & Internet category, you will see the currently connected network, data usage and network properties. a 9 Settings Sub-categories This is where you'll find the individual settings you can change. Some of the settings can be controlled using slider switches displayed in the main sub-category, but most will take you to a more detailed selection of options when clicked. Certain details about current settings may be displayed along the top of the sub-category. 34 www.pelpublications.com as

3 **Quick Info Panel**

Along the top of several settings categories you will see relevant information about the current settings. For example, at the top of the System settings, you will see the name of the PC, Windows Update status and links to OneDrive and Office365. At the top of the Network & Internet category, you will see the currently connected network, data usage and network properties.

e OneDrive Q ' Exploring the Windows 11 Settings Privacy & Security The privacy settings contains sections for all of the main areas where your privacy may be compromised, including some which might not be obvious at first. Windows Update pee? 2 Windows Update It is important to make sure that your Windows computer is up-to-date with all the latest updates and revisions. Here you can check to see which updates are available to download and install. System Settings These are the core settings for your computer. Things like Display, Sound, Power & Battery and Storage can be found in this settings category. Bluetooth & Devices Having trouble with your mouse or printer? This is where you can access the settings for almost anything that connects to your computer. Network & Internet View, connect to and manage your Wi-Fi, Network and other Internet settings here. You can also find a section for adding a VPN, and setting up a Mobile Hotspot. Personalisation If you want to change how Windows 11 looks, this is the settings category you need to explore. Change everything from the desktop background to the Start menu styling. Apps Every app or piece of software you have installed can be viewed and managed from here. You can also set things like the default apps, and the apps that run on startup. Accounts Manage your account settings, from your Microsoft account to your Family Safety, in this section. You can also find your PC sign-in options here. Time & Language No surprise that you can change your computers time and language settings here. You will also find settings for speech, typing, auto-correct and advanced keyboard setup. | Accessibility If you have additional accessibility needs, you can find lots of settings here to make life easier. From a narrator tool and screen magnifier, to closed captioning and mouse and keyboard settings.


Privacy & Security
The privacy settings contains sections for all of the main areas where your privacy may be compromised, including some which might not be obvious at first.
System Settings
These are the core settings for your computer. Things like Display, Sound, Power & Battery and Storage can be found in this settings category.
Bluetooth & Devices
Having trouble with your mouse or printer? This is where you can access the settings for almost anything that connects to your computer.
Network & Internet



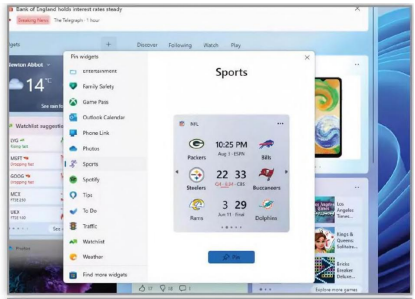
Accounts
Manage your account settings, from your Microsoft account to your Family Safety, in this section. You can also find your PC sign-in options here.

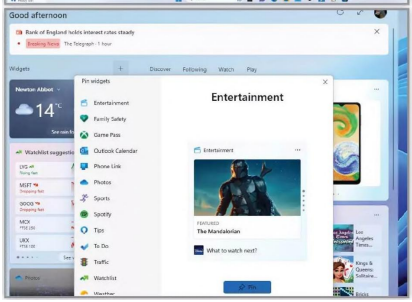
Time & Language
No surprise that you can change your computers time and language settings here. You will also find settings for speech, typing, auto-correct and advanced keyboard setup.

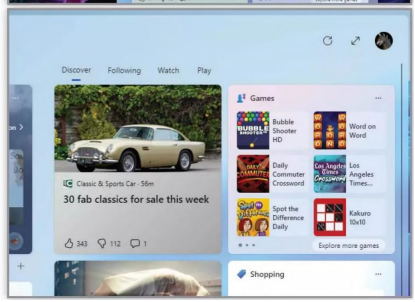
Windows Update
It is important to make sure that your Windows computer is up-to-date with all the latest updates and revisions. Here you can check to see which updates are available to download and install.

Accessibility
If you have additional accessibility needs, you can find lots of settings here to make life easier. From a narrator tool and screen magnifier, to closed captioning and mouse and keyboard settings.

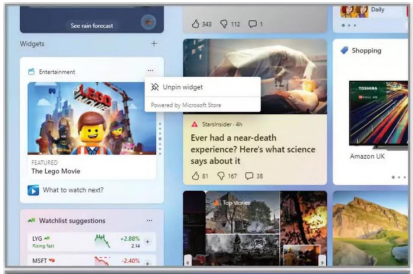
Using Widgets in Windows 11 Widgets are desktop app previews, allowing you to see important information from Windows apps, without needing to actually open those apps. Widgets are not new, but the way they are managed and displayed in Windows 11 is new. Wonderful Widgets If you are not used to using widgets, you could be excused for hardly noticing they are a part of Windows 11. But once you do start using them, their usefulness becomes obvious. Step 1 To open the widget panel, click or tap the button Step 3 The exact widgets available to add will vary, in the Taskbar (the blue and white square icon) depending on which apps you have installed. As or press Windows key + W on the keyboard. The panel slides out Windows 11 develops, more widgets are likely to be added here, from the left side of the screen, and will sit over the top of any possibly from third-party developers as well as from Microsoft. To other apps or windows you currently have open. add new widgets, just click the + button on each. Discover Following Watch Play Sports [B Find more widgets SeOeCzEVEHRS j 67 Qu Oi The widget panel is initially split up into three After adding widgets, close the account panel main sections: Widgets, Dsicover, Following, and you will see the added widgets in the panel. Watch and Play. Scroll down the panel to see more content. At You can move widgets around in the panel by clicking on the top the top-right is an account icon, which opens a new panel with of the widget and dragging it to the required position. Other account information and the ability to add new widgets. widgets will rearrange to fit when you do this. Good afternoon [@ Bank of England halds interest rates steady The Telegraph: | hour a Discover Following Watch_—s Play Discover Following Watch Pin widgets _Entertainment P “ 2 Games ©). Entertainment @ Farty satety Bubble BUBBLE BG) Gimeris ae 4% Watchlist suggestic Gj Outtook Calendar US Ciessic & Sports Car - 56m 30 fab classics for sale this week 10x10 O38 Fiz Oi ‘ J Explore more games EBB wat to watch next? 36 www.pclpublications.com

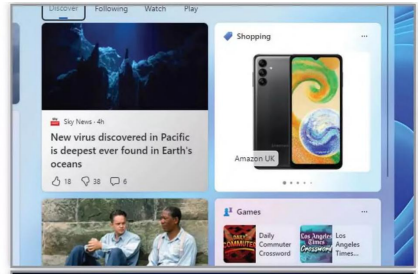

Sports
Pin widgets
Entertainment
Family Safety
Game Pass
Outlook Calendar
Phone Link
Photos
Sports
Spotify
Tips
To Do
Traffic
Watchlist
Weather
Find more widgets
10:25 PM
Packers
Bills
Steelers
Buccaneers
Rams
Dolphins

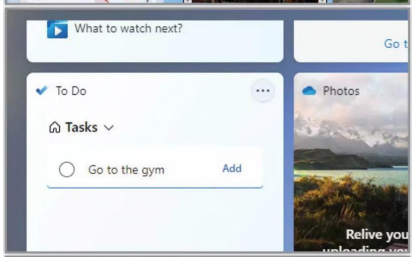

Good afternoon
Entertainment
Pin widgets
Entertainment
Family Safety
Game Pass
Outlook Calendar
Phone Link
Photos
Sports
Spotify
Tips
To Do
Traffic
Watchlist
Weather
FEATURED
The Mandalorian
What to watch next?

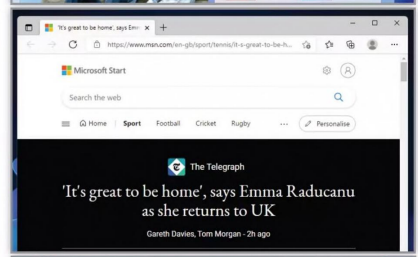

Discover
Following
Watch
Play
Games
Bubble Shooter HD
Word on Word
Daily Commuter Crossword
Spot the Difference Daily
Kakuro 10x10
Explore more games
Classic & Sports Car · 56m
30 fab classics for sale this week
343
112
Shopping

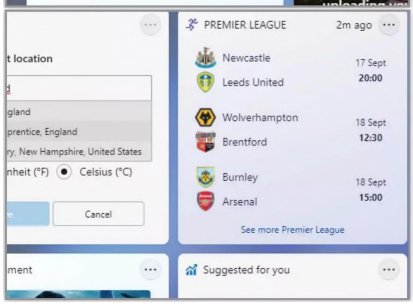
To remove a widget, click on the Menu button at the top-right of the widget and choose “Unpin Widget” from the menu. You may also see the option to change the size of the widget in this menu. Not all of the widgets will allow all three of the sizing options. 32 Unpin widget A Starsinsider. 4h Ever had a near-death experience? Here's what science FEATURED says about it The Lego Movie Gn Sir Ox [Ey What to watch next? 4% Watchlist suggestions WG an +2.88% Step 6 Some Widgets allow content editing within the widget. A good example of this is the To Do widget. You can create tasks in the widget by clicking the “Add a task” button, without having to the open the main To Do app. The task then displays instantly in the widget. ¥ ToDo @ Photos @ Tasks v Go to the gym Step 7 Some of the Widgets allow customisation through the More Menu button. The Weather widget, for example, lets you set the default location for the weather forecast that is shown. The Stocks widget lets you change which stock prices are displayed, etc. 3 PREMIER LEAGUE a Newcastle @ Leeds United ® Wolverhampton S Brentford location gland 18 Sept prentice, England 12:30 , New Hampshire, United States inheit (˚F) (@) Celsius ˚C) & Burnley =] Arsenal See more Premier League = a “s er * < = 18 Sept 15:00 Using Widgets in Windows 11 The news stories further down the Widgets panel also allow for some customisation. You can click the X to remove a news story, and you can click the More Menu button to choose to see “More/Fewer stories like this”, or to hide all stories from that particular news source. @ Shopping te Sky News. 4h New virus discovered in Pacific is deepest ever found in Earth's oceans Amazon UK Step 9 Clicking on a news story will take you to the webpage the story is from. At the top of the News section is a wide panel containing Top Stories. These are the top 6 news headlines. These will change as you like or dislike stories, or choose different news sources. It's great to be home’, saysEmr xX | = www.msn.com/e FE Microsoft Start the we @ Home Sport Football Cricket @ Personalise oS The Telegraph ‘It's great to be home’, says Emma Raducanu as she returns to UK Gareth Davies, Tom Morgan - 2h ago Step 10 At the top of the Widgets panel are your profile link, refresh and full screen options. The former makes the Widgets bar fill the screen and the latter updates on current Widgets. These options and the profile link cannot be removed from the Widgets panel, nor can

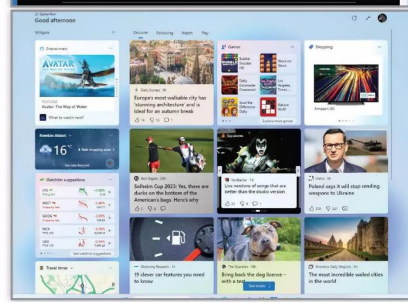

Widgets
Unpin widget
Ever had a near-death experience? Here's what science says about it
Shopping
Amazon UK
The Lego Movie
What to watch next?
Watchlist suggestions


Discover
Following
Watch
Play
Sky News · 4h
New virus discovered in Pacific is deepest ever found in Earth's oceans
Shopping
Amazon UK
Games
Daily Commuter Crossword


What to watch next?
To Do
Tasks
Go to the gym
Add
Photos

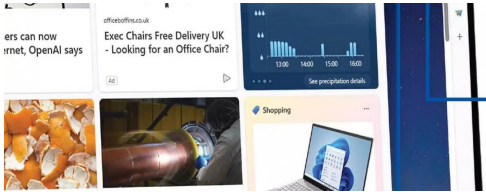

Microsoft Start
Search the web
Home
Sport
Football
Cricket
Rugby
Personalise
The Telegraph
'It's great to be home', says Emma Raducanu as she returns to UK
Gareth Davies, Tom Morgan · 2h ago


PREMIER LEAGUE
2m ago
Newcastle
Leeds United
17 Sept
20:00
Wolverhampton
Brentford
18 Sept
12:30
Burnley
Arsenal
18 Sept
15:00
See more Premier League
Cancel
Suggested for you


Good afternoon

Exploring Microsoft Edge Edge continues to get better and better, and the latest version in Windows 11 is no different. You should be familiar with it if you are upgrading from Windows 10, as it is basically the same version; but let's take a look at the newest and best features of Microsoft Edge. Boo © New tab Ga CQ Import HBrites [} Amazoncouk-On.. D3 Booking.com x Fe Browser & Tab Controls In the top left corner, where you would im | probably expect to find them, are the browser controls. These include the Home button, the Page refresh button and the Page forward/Page back buttons. Also in the top corner is the Tab control, fover Following News Spor' Play Money Gaming Weather Watch Shopping allowing you to set the tabs vertically, or restore closed tabs. Right-click on the active tab to see additional options. | $i! Newton Abbot je 16°, Search Fields soo a released 19 addic'ive new games to play - aiid they're free © Reuters ChatGP browse me HITC-1d There are two search fields in Edge, one at the top (which is also the address field when viewing a website), and one which floats at the top or middle of the start page; depending on the layout you choose. Use either of these and search suggestions appear as you begin typing. | Metro. 1h Revealed: The best day and time to book flights for the biggest savings See more Osa Ow D2 R#publican debate: all the best ents you may have missed Recently Viewed/ Favourites A group of icons are displayed for the most recently visited websites/pages. These automatically update as you browse, but can also be edited to show your favourite or most-used sites by clicking on the + symbol at the end of the row of icons. HY Q Search » News Feed The Start screen of Microsoft Edge is also a news feed. The news feed is provided by MSN and is made up of news stories based on your geographical location. Either the feed is displayed at the top, or you scroll down to it; depending on the layout you choose. Click "Personalise" to filter the news types, and click "Content visible" to choose how stories are displayed.

Favourites Menu The Hub from the old version of Edge, which contained favourites, history and a reading list has gone. Instead, you can access Favourites and Collections here. The star with a + icon in the Exploring Microsoft Edge Launch Remember, if you don't want to use Microsoft's launch page to start using the Internet, you can change this via the setting to one of your own choice. Perhaps you prefer the Google search field is the button to add a new web page to your favourites. homepage, or maybe you've created your own, unique launch page experience. = 53 oe ee@@Q@© Other favourites Collections Collections are groups of tabs/web pages that you can save and then instantly return to using this button. To save a Collection, click the Tab Controls button at the top-left, and choose "Add all tabs to collections". Lb)) Travel Traffic Autos Learning —_Real Estate Newton Abbot v a& "Cb Rain stoppingin about 1 hour Hourly Daily Precipitation Map)penar Sy ers can now Exec Chairs Free Delivery UK rnet, OpenAl says —_- Looking for an Office Chair? |||" | 7 1300 1400 1500 officeboffins.co.uk Start Page Layout You can customise the Start screen in several ways here. There are three preset layouts: Informational, Inspirational and Focused. You can also choose a custom layout, which lets you turn on/ off individual elements, such as pic of the day and the news feed. Ad > See precipitation details @ The Independent 4h y You Shouldn't One of world's ase t Orange Peel physics mysteries finally pee, ai Notifications ani laehi —_ The small alarm/bell icon opens a list of top news stories. A badge will appear on top of it to tell you how many new stories are waiting to be read. # Watchlist suggestions me Vootna* As you browse the news feed, Edge will learn what = 0% - type of news you like to read and tailor the nan | a Fett | | notifications accordingly. raat = 12:40 e A BHO ryps2003 Edge Settings Alongside options to change the style of the Edge browser, including changing to a dark theme, are several important settings. You can choose how the Edge browser opens, showing the Start page or another specified page for example. The advanced settings include options to block pop-ups and allow Flash Player.

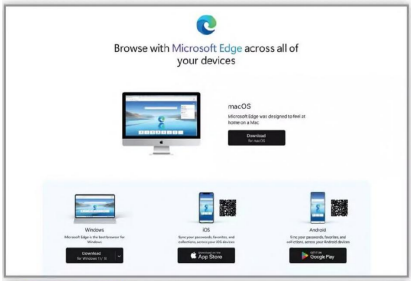


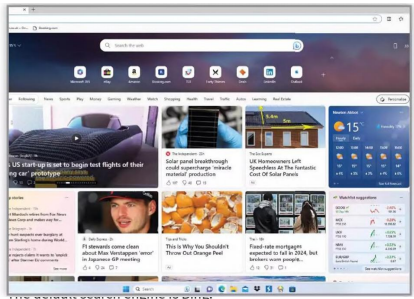
8 **Start Page Layout**

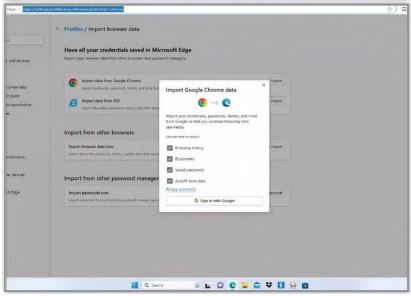
You can customise the Start screen in several ways here. There are three preset layouts: Informational, Inspirational and Focused. You can also choose a custom layout, which lets you turn on/off individual elements, such as pic of the day and the news feed.

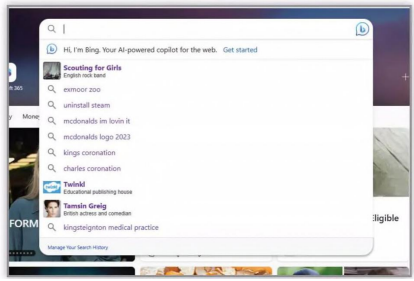
How to Use the Edge Browser The latest browser, Edge Chromium, is a significant change to the original Edge browser; and offers a much better experience. Based on the Google Chrome browser, Edge is focused on modern web standards, privacy and security and has an impressive feature and tool list. Get Started with Edge Edge in Windows 11 feels much less clunky than the previous version and already feels more like the most popular browsers available, such as Chrome or Firefox. Installing Edge Edge comes pre-installed with Start Page Layout Depending on the layout you chose Windows 11, and if you have upgraded during setup, the start page will either from Windows 10 (and were using Edge previously) it should display a news feed or a cleaner page (with the news feed just a already be set up and working as normal. If you bought aPC with scroll away below it). You can check out the other layouts easily by Windows 11 installed, or have never used Edge before, it will clicking the Gear icon at the top right and choosing from the menu. require a bit of setup to begin. i) e Browse with Microsoft Edge across all of your devices 4 dayton: pelts Fl stewards come clean This Is Why You Shouldn't Fixed:-rate mortgages bout Max ‘error’ ‘Throw Out Orange Peel expected to fall in 2024, but in Japanece GP mecting brokers warn people, Edge Setup During setup, you have the option to import Search in Edge To search for a website or web page, you browser data such as bookmarks and can type in the search field at the top favourites from Google Chrome, choose the initial start page (which is always there), or you can type in the search box floating layout and set up syncing across devices (other computers, your on the Start page if you prefer. When you type in either box, Edge phone, etc.) Once installed, Edge opens at the start page. shows a list of suggestions based on what it thinks you require. The default search engine is Bing. Q| {&) Hi, 'm Bing. Your Al-powered copilot for the web. Get started Scouting for Girls English rock band Import Google Chrome data exmoor zoo uninstall steam mcdonalds im lovin it medonalds logo 2023 kings coronation charles coronation Fg Twinki Educational publishing house B = c BJ eritsn actress and comectan iligible 40 wwwepclpublications.com

require a bit of setup to begin.




US start-up is set to begin test flights of their eg car' prototype
Solar panel breakthrough could supercharge 'miracle material' production
UK Homeowners Left Speechless At The Fantastic Cost Of Solar Panels
Fi stewards come clean about Max Verstappen 'error' in Hungarova GP meeting
This Is Why You Shouldn't Throw Out Orange Peel
Fixed-rate mortgages expected to fall in 2024, but brokers warn prompts...

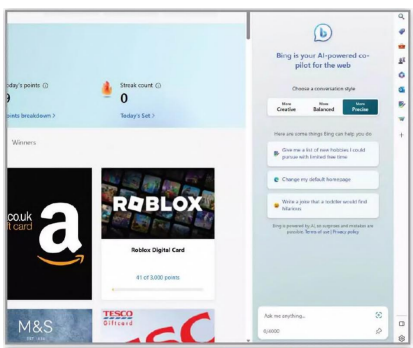

Profiles / Import browser data
Have all your credentials saved in Microsoft Edge
Import data from Google Chrome
Import data from IE11
Import from other browsers
Import from other password manager
Import Google Chrome data
Import your bookmarks, passwords, history, and more from Google so that you continue browsing here seamlessly.
Choose what to import:
Browsing history
Bookmarks
Saved passwords
Autofill form data
Profile (personal)
Sign in with Google

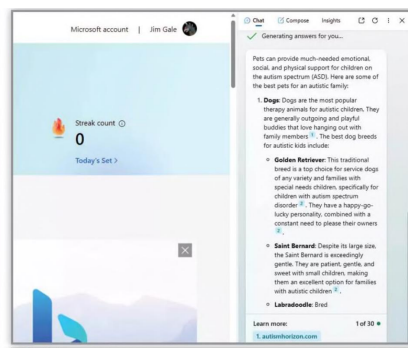


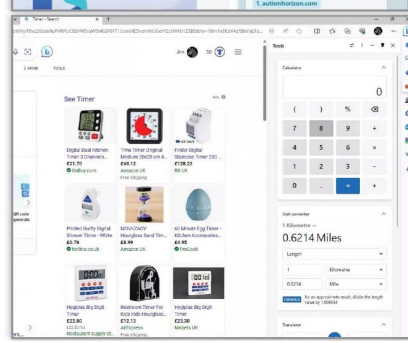
| Browser Contro (eq The browser controls are on the ieee = co top bar. On the far left is: Back, Forwards and Refresh Page (Home button can be added in the browser settings). On the right are the zoom control, add to favourites, favourites list and collections buttons. There is also a More button to open the browser menu. DB | & bing - Search x|b ca htt The new Bing - Lear more x Q Bing wwew.bing.com em Microsoft Bing Images y | . Edge Tabs j) Clicking the + opens a new tab and clicking as) the small X closes the tab. To the left of the tabs is the Tab actions menu button. You can use this to move tabs to the side of the window (vertically), create tab collections and restore recently closed tabs. Right-click on any tab to see additional tab options. The new fing lem more iwwwnbing.com _._ | need to throw a dinner party for 6 people who ‘re vegetarian. Can you suggest a 2-course menu with o chocolate dessert? As part of the browser window itself, you find the Quick Links options on the right-hand side. From this listing you can access Bing Al Chat, Quick Search, Shopping, Tools, Games, 365, Outlook, Image Creator and Drop. You can also add further quick links using the + icon, or close this sidebar using the link below. or & ©) Other favourites Real Estate Autos Learning How to Use the Edge Browser f Favourites To access Favourites, or bookmarked sites, Giaioeet Va click the button directly to the right of the address bar (star with three lines). Clicking it opens a fly-out list, at the top of which is the option to “Manage favourites”. This opens the list in a new page, where you can remove or re-order them. Favourites 4 YY Favourites bar > Google Yahoo Wikipedia Fac itter 4 © Other favourites > (©D_ Imported from Chrome If you want to browse in private mode when using Edge, you can do so easily. To open a new InPrivate tab, click the browser menu button at the top right and select “New InPrivate Window”. You can also open a new private tab by using the keyboard shortcut Ctrl + Shift + N while Edge is active. InPrivate browsing Click the Menu button (three small dots on the top right) to open the Edge menu. From this menu, you’re able to access Settings, print a page and find words or phrases in the open web page. It also contains links to Favourites, Collections, History, Downloads, Apps, Extensions and much more. (=) New tab c New window Private window — 100% www.pelpublications.com

How to Use the Edge Browser continued... Using Bing Al Chat The use of Al is controversial to say the least (hey, we've all seen 'The Terminator'), yet the inclusion of the Bing Chat feature directly into the Edge app brings a new, more specific and deeper way to search online. Having accessed Bing Chat Bing Chat attempts to Ask A Simple Question : AGCESS ; Curating Your Answer ace via the right sidebar, a side answer your question in the panel opens. First you're asked to select your conversation style; style of your choice. What follows is a detailed breakdown of the Creative, Balanced and Precise. The choice is yours to make Bing Al's response to your question. This response links to any through experimentation, but let's start with Precise. Now ask pages or publications referenced, and even poses further your question in the input bar at the bottom. questions inspired by your original query. 4 Compose Insights Microsoft account | Jim Gale (i) Generating answers for you... ©) bints breakdown > Bing is your Al-powered copilot for the web a Streak count @ Today's Set > Choose a conversation style Mor Creative Pets can provide much-needed emotional, social, and physical support for children on the autism spectrum (ASD). Here are some of the best pets for an autistic family: 1. Dogs: Dogs are the most popular therapy animals for autistic children, They are generally outgoing and playful + a2 @RORE@ DO a Streak count © Winners =- 0 Today's Set > buddies that love hanging out with family members * . The best dog breeds for autistic kids include: © Golden Retriever: This traditional breed is a top choice for service dogs of any variety and families with special needs children. specifically for children with autism spectrum disorder * . They have a happy-golucky personality, combined with a constant need to please their owners t © Change my default homepage .RQBLOX ase ting powared by Al 2 spree and mazar ae porsibie Ter of use| Pracy pokey Saint Bernard: Despite its large size, the Saint Bernard is exceedingly gentle. They are patient gentle, and sweet with small children, making them an excellent option for families with autistic children ® , Roblox Digital Card 41 of 3,000 points © Labradoodle: Bred Giftcard Learn more: 'Lautismhorizon.com Making Edge Work For You The direct intergration of linked applications and online accessible features within the Edge browser offers a unique and almost seemless experience to the user. The Tools option is also highly

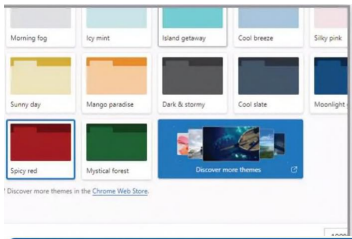
recommended. With a simple tap or click, you're given access to the following software without stepping out of the Edge app: Calculator, Unit Converter, Translator, Dictionary, World Clock, Timer, Stopwatch, Number Converter, OR Code, Random number generators and a Typing Test. All of these are browser based. On the right sidebar you notice the Quick links option. While each app is worthy of inclusion, here we look at those we use ona daily basis. Firstly the Games option, which links the user to a host of browser-based games, both single and multiplayer, that are accessed via the Edge browser and require no further software or downloads to play. ™ went Finder Dighal 'Stoircase Timer 230 2 +2 Be orig e See x SUK 7 60 Minute Egg Timer Kitchen Accessories. Printed Gutty Digtal 'Shower Timer -White 0.6214 Miles Length 20.78 @hottne.couk ' Kilometre os214 Mile 4) Olgas. @ ; ee i seem CF RIStonk , fer od lis A 'Restaurant Supply St 42 wwwopclpublications.com

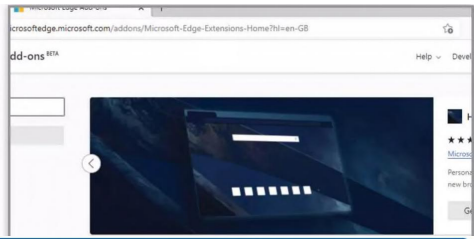



Microsoft account | Jim Gale
Streak count
0
Today's Set
Pets can provide much-needed emotional, social, and physical support for children on the autism spectrum (ASD). Here are some of the best pets for an autistic family:
Dogs: Dogs are the most popular therapy animals for autistic children. They are generally outgoing and playful buddies that love hanging out with family members.
Golden Retriever: This traditional breed is a top choice for service dogs of any variety and families with special needs children, specifically for children with autism spectrum disorder. They have a happy-go-lucky personality, combined with a constant need to please their owners.
Saint Bernard: Despite its large size, the Saint Bernard is exceedingly gentle. They are patient, gentle, and sweet with small children, making them an excellent option for families with autistic children.
Labradoodle: Bred
Learn more:
1 of 30
1. autismhorizon.com



How to Use the Edge Browser Personalising Edge Aside from the customisations to the Start page, you can personalise the look of the browser in several other ways too. Light reYaDEyaallataiitcae = 'f you have changed the system WNelclsignlaaeeliicetam | ne default browser controls theme to light or dark, Edge are Back, Forward and Refresh should automatically be set to the same. You can, however, page. Open the menu > Settings > Appearance and you can scroll choose the theme for Edge separately to the system theme. Open down to see more buttons to add. These include Home (including the Edge menu > Settings, and click Appearance. Choose the light, | option to set the URL), Extensions, History, Downloads and dark or system default theme. strangely, a Maths Solver button. sy Statement Accept all Manage Bq eB i @ Edge BisYcialcoee «AS wellas light or dark, Edge lets you choose Extensions Just like the previous version, Edge Chromium from about 15 other theme colours, from features extensions, which are downloaded Morning Fog to Mystical Forest. Go to Edge menu > Settings> Appearance _ from the Microsoft Store. You can view installed extensions in the and click on the theme colour you want to apply. This will only apply Browser Menu > Extensions. There are fewer extensions available for colour to the top bar and tabs. It will not override the light/dark setting. the new version, but this situation will improve as it matures. Zoom Page zoom Edge Privacy Microsoft seems to be taking users' privacy choices seriously with Edge Chromium, and you now have a much easier way to control your browsing data and history. The biggest improvement is Tracking Prevention. You can access these settings in Browser Menu > Settings > Privacy & Services. Tracking prevention © You can view sites that you have blocked from tracking you, and also allow exceptions if there are sites which you want to allow to track you. You can choose three different levels of tracking prevention: Basic, Balanced and Strict. These options all block known Tracking prevention harmful trackers, but how personalised content (such as © Basic adverts) is displayed and how well all website features work, depends on the level you choose. Our advice is to switch to Strict and then see how it affects your favourite websites. If you find things are not displayed as they should be, you can always switch back to Balanced. Blocked trackers Exceptions



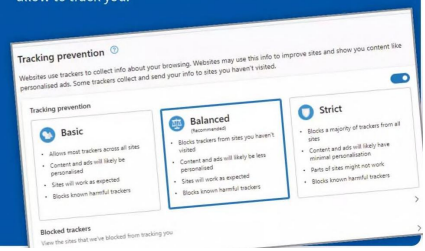


Edge Privacy

Microsoft seems to be taking users' privacy choices seriously with Edge Chromium, and you now have a much easier way to control your browsing data and history. The biggest improvement is Tracking Prevention. You can access these settings in Browser Menu > Settings > Privacy & Services.

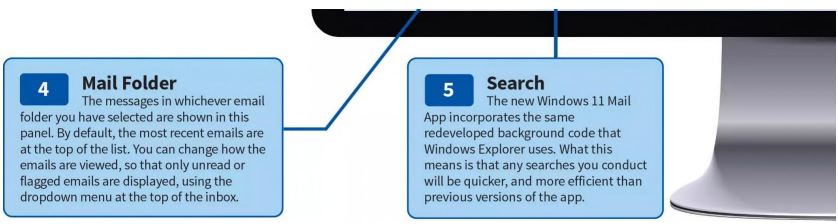
You can choose three different levels of tracking prevention: Basic, Balanced and Strict. These options all block known harmful trackers, but how personalised content (such as adverts) is displayed and how well all website features work, depends on the level you choose. Our advice is to switch to Strict and then see how it affects your favourite websites. If you find things are not displayed as they should be, you can always switch back to Balanced.

You can view sites that you have blocked from tracking you, and also allow exceptions if there are sites which you want to allow to track you.

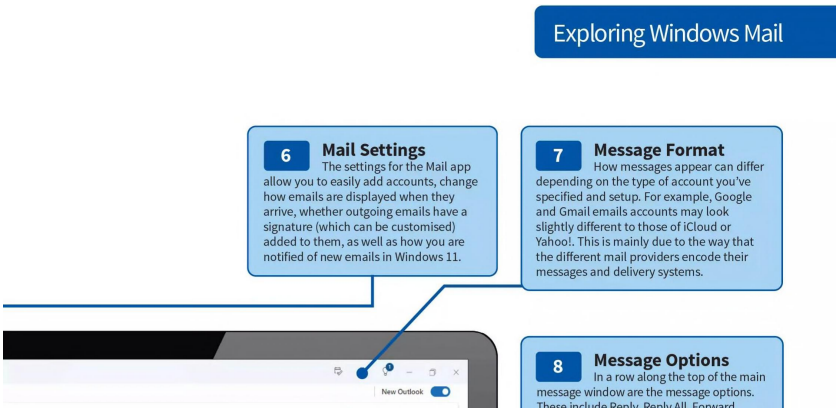

Tracking prevention
Websites use trackers to collect info about your browsing. Websites may use this info to improve sites and show you content like personalised ads. Some trackers collect and send your info to sites you haven't visited.
Tracking prevention
Basic
Allows most trackers across all sites
Content and ads will likely be personalized
Sites will work as expected
Blocks known harmful trackers
Balanced
Recommended
Blocks trackers from sites you haven't visited
Content and ads will likely be less personalised
Sites will work as expected
Blocks known harmful trackers
Strict
Blocks a majority of trackers from all sites
Content and ads will likely have minimal personalization
Parts of sites might not work
Blocks known harmful trackers
Blocked trackers
View the sites that we've blocked from tracking you

Exploring Windows Mail Long gone are the days of Microsoft Outlook Express being included with new releases of the OS, replaced instead by the Microsoft Mail app. This app first appeared in Windows 8, was vastly improved in Windows 10, and has now been improved yet again for Windows 11. New Mail Button If you are not replying to an email, Outlook but rather starting a new email, you can do Home — View so ina couple of different ways. You can Giiirchine | WIPE Rag /Uitiog 0, 2PnUnpin (@/Snoaze either click the New Mail button at the top of : the Mail Menu or you can use the Ctrl-N. Both Favourites) Inbox w = Filter Welcome to your new Outlook.com acc methods open a new email in the main x s ae © Inbox www.officebfiiffins.co.uk/24 Hout (43) window, with a blank recipient field. v 24 Hour Uselbffice 500 1) This message is from a trusted sender. Sent Items We have ovdl 5,000 Office a P draits Outlook T -reply@micr vy Oraf Paradox Nevfbletter utlook Team <no-reply@microso a You're on thd list: 1430 jimmygeeuk@outlo... You're recei s rado Sd © Inbox CinemaBlenq @& Ss Welcome, ware glad to have yo... 14:28 [i] Mail Menu a 9 Junk Email Hi, thanks fofljoining our newsletter ‘ - P Drafts The left-hand menu, which can be ¢ 5 ~ Screen Rant minimised and expanded using the button at posses lems Pasa yliiceereaiis eg ease click é button below to con a the top of the panel, contains all of your email accounts (those you have added to Windows Mail). Click on any of your email account headers and the individual folders, such as Inbox and Sent Items, are displayed here also. W Deleted Items B Archive © Notes B Conversation History What to Watgh Welcome, ware glad to have yo. 14:21 Hi, thanks folfjoinin 9 our newsletter GameCentral Thani ining us 14:20 &8 Groups You yigned up to GameCentral New group Metro Travel Thanks for jdining us 14:20 & Add account You are nowffigned up to Metro's trave. Metro.co.uk Thanks for jdfning us 14:20 Calendar App ov are nowBigned upto News Up You can open the Windows ewsletters lom New Scientist Calendar app directly from within the Mail Pranks for iq ae 1420 Receive a requlr dose of discovery in y app. Click the Mail app icon at the bottom of the Mail Menu panel and the calendar screen will open in a second window. If you have never used the Calendar app before, you will need to link it to an account. Mail Folder The messages in whichever email folder you have selected are shown in this panel. By default, the most recent

emails are at the top of the list. You can change how the emails are viewed, so that only unread or flagged emails are displayed, using the dropdown menu at the top of the inbox.
www.pclpublications.com ® Upgrade to Microsog 365 with premiurg Outlook featurg 16˚C Outlook Tea Welcome to flour new Outlook.c... 13:56 Hi James, Wdicome to your Outlook! W.. Search
The new Windows 11 Mail App incorporates the same redeveloped background code that Windows Explorer uses. What this means is that any searches you conduct will be quicker, and more efficient than previous versions of the app. Ow f


4
Mail Folder
The messages in whichever email folder you have selected are shown in this panel. By default, the most recent emails are at the top of the list. You can change how the emails are viewed, so that only unread or flagged emails are displayed, using the dropdown menu at the top of the inbox.
5
Search
The new Windows 11 Mail App incorporates the same redeveloped background code that Windows Explorer uses. What this means is that any searches you conduct will be quicker, and more efficient than previous versions of the app.

n > dj James, ‘our Outlook! We're Welcome%e the email servi you conquer your day. Connect, organize, and get things done for free across your devices. Ea Mail Settings The settings for the Mail app allow you to easily add accounts, change how emails are displayed when they arrive, whether outgoing emails have a signature (which can be customised) added to them, as well as how you are notified of new emails in Windows 11. @ . v New Outlook @D) Fri 22/09/2023 13:56 EE Microsoft Get the free Outlook mobile app The Outlook apps for iOS and Android are free They make using your various email accounts and calendars simple and consistent! Use Word, Excel, PowerPoint, and OneDrive for free on the web Do more with Microsoft 365 for free on the web Ce we) right from within Outlook using your new Microsoft Account. Save all your important photos, videos, and documents in OneDrive with free storage. oe 14:33 Clzsraervaicsad A FMD w9/2023 Exploring Windows Mail ya Message Format How messages appear can differ depending on the type of account you’ve specified and setup. For example, Google and Gmail emails accounts may look slightly different to those of iCloud or Yahoo!. This is mainly due to the way that the different mail providers encode their messages and delivery systems. Message Options In a row along the top of the main message window are the message options. These include Reply, Reply All, Forward, Archive and Delete emails; more options can be seen by clicking the Menu button to the right. The message options only appear when viewing a received message. ey Message Tools Roll over or click on any of the messages in your inbox, sent items or drafts folders and three icons will appear. These let you quickly Archive, Delete or Flag any message directly in the folder panel. Archived messages can be recovered at any time and returned to the inbox if required. 10 | Main Message Window When you start a new email or select an email in one of the mail folders, it will appear in the main message window. As you would normally, you can scroll down to view all of the messages shown. You can roll over the address in the To: field, to see more contact details. Customise Mail You can customise how the Email app looks in a number of ways, from simple changes like choosing between a light and dark theme, to setting the overall colour and changing the background image for the app. To personalise the Mail app, click the Settings button and select “Personalisation”.


Exploring Windows Mail
6
Mail Settings
The settings for the Mail app allow you to easily add accounts, change how emails are displayed when they arrive, whether outgoing emails have a signature (which can be customised) added to them, as well as how you are notified of new emails in Windows 11.
7
Message Format
How messages appear can differ depending on the type of account you've specified and setup. For example, Google and Gmail emails accounts may look slightly different to those of iCloud or Yahoo!. This is mainly due to the way that the different mail providers encode their messages and delivery systems.
New Outlook
8
Message Options
In a row along the top of the main message window are the message options.

8 Message Options

In a row along the top of the main message window are the message options. These include Reply, Reply All, Forward, Archive and Delete emails; more options can be seen by clicking the Menu button to the right. The message options only appear when viewing a received message.

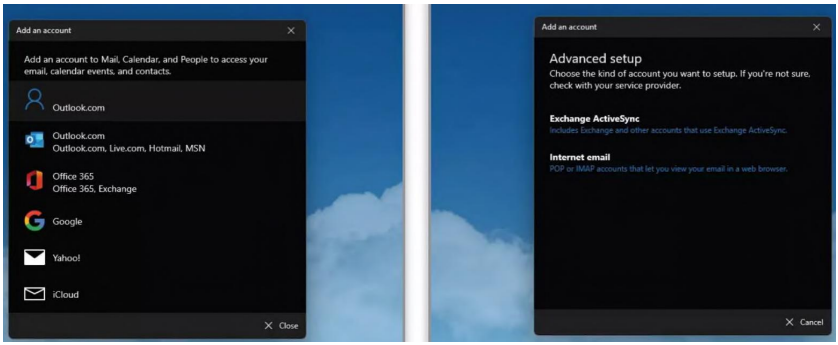
9 Message Tools

Roll over or click on any of the messages in your inbox, sent items or drafts folders and three icons will appear. These let you quickly Archive, Delete or Flag any message directly in the folder panel. Archived messages can be recovered at any time and returned to the inbox if required.

10 Main Message Window

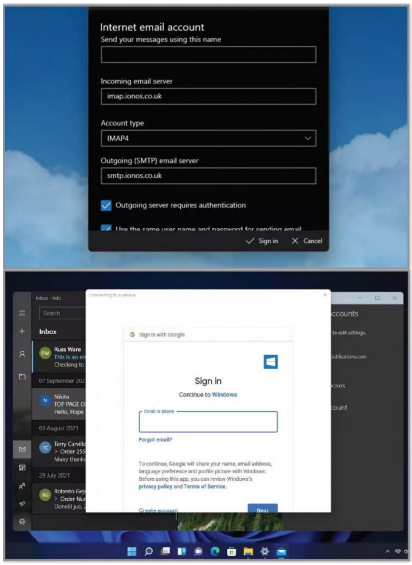
When you start a new email or select an email in one of the mail folders, it will appear in the main message window. As you would normally, you can scroll down to view all of the messages shown. You can roll over the address in the To: field, to see more contact details.

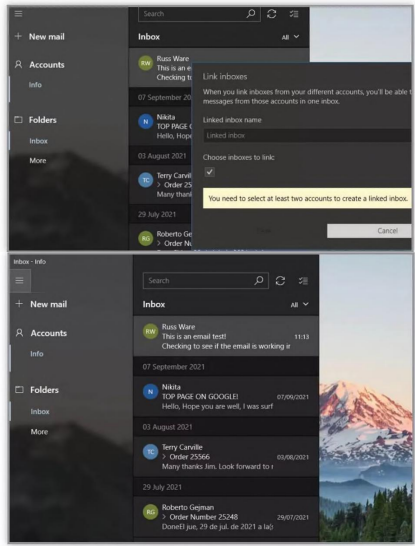
~ | How to Set Up the Mail App The Mail app has barely changed in the update, remaining a simple and easy way to have all of your emails in one place. If you have updated from Windows 10, your email should already be up and running. But if not, here's how to set up the Mail app in Windows 11. Setting Up Email Accounts The Windows 11 email client can be used to view emails from multiple accounts, from your POP3 Internet provider account, to Microsoft Exchange, Gmail and even Apple's iCloud. Click the email account type you want to set up Ste D 5 Step 1 | If opening Mail for the first time, you will be U greeted by a welcome screen, containing a link to mee first. We are going to start with the POP, IMAP "+Add account". Click this to open the list of available account option. Enter the email address, sender name and password for types. You will need the server, password and other information your account. You can get this info from your email service required for each email account you want to add to Mail. provider if you don't have it to hand. Then click "Sign in". Add an account Other account Some accounts require additional steps to sign in. Email address Send your messages using this name Password Step 2 You can add accounts from many popular providers The app will try to look for the server settings rete including Google, Yahoo! and Apple's iCloud. You needed to set this email account up. If it finds can also set up other more specialist accounts if you have the details. | them, you should be finished. If not, you will need to add the Finally, there's also an option to add a Microsoft Exchange account, if settings manually. If this is the case, click "Cancel" and then your workplace uses that (including Office 365). select the "Advanced setup" option in the account list. jar, and People to access your Advanced setup { c nts, anc s. Choose the kind of account you want to setup. If you're not sure, j "check with your service provider. Outlook.com Exchange ActiveSync Outlook.com Out! n, Live.com, Hotmail, MSN Internet email Office 365 Office 365, Exchange = Google bad Y2h00! E41 ictoua 46 www.pclpublications.com


Add an account
Add an account to Mail, Calendar, and People to access your email, calendar events, and contacts.
Outlook.com
Outlook.com
Outlook.com, Live.com, Hotmail, MSN
Office 365
Office 365, Exchange
Google
Yahoo!
iCloud
Close
Add an account
Advanced setup
Choose the kind of account you want to setup. If you're not sure, check with your service provider.
Exchange ActiveSync
Includes Exchange and other accounts that use Exchange ActiveSync.
Internet email
POP or IMAP accounts that let you view your email in a web browser.
Cancel

Choose the relevant option (in our case, this is “Internet email”), and enter all of the required information; including the incoming/outgoing mail server addresses. With all of the information added, click the Sign in button. If everything was entered correctly, that account is now set up. Internet email account Send your mes ing this name Incoming email server imap.ionos.co.uk Account type IMAP4 Outgoing (SMTP) email server smtp.ionos.co.uk B® i ico ths To add an additional account after setting up the B first one, simply click the settings button in the bottom-left corner of the Mail app window, select Manage Accounts, and then + Add account. Select the account type and repeat the steps above to add the second, third or fourth account to Mail. Add an account All done! Your account w Nikita a TOP PAGE ON GOOGLE! Hello, Hope you are well, | \ t up successfully. Terry Carville > On 25566 any thanks Jim. Look forv If you’re adding a Google account, click the option in the account setup list and you’ll get the familiar pop-up appearing inviting you to enter your username and password. If you have Google’s two-step authentication enabled, you'll get a text message to confirm your identity before you can continue. ccounts Sign in Continue to Windows © , ZOmn Se Came = | Having more than one email account set up in 9 Mail can be slightly confusing. To help with this, the app allows you to Link Inboxes. This puts all of the emails from your linked accounts into one inbox. To do this, click Settings > Manage accounts > Link inboxes. Select the accounts that you want to link. New mail Inbox Russ Ware This is ane Checking tc Accounts sae Info s, you'll be able Nikita TOP PAGE ¢ Hello, Hope Terry Carvil Order 25 Mai nt " You need to select at least two accounts to create a linked inbox. | } is Roberto Ge Order Nu [To manage or delete any of the email accounts you have set up, click Settings > Manage Accounts and then click on the account you want to manage from the list of accounts. You can then change the password, account name, mailbox sync settings, or delete the account from the Mail app. Account settings Info account settings OX E11 into@bdmpublications.com Russ Ware This is an email test! Checking to see if th Account name Info Terry Carvilte Change mailbox sync settings Order 25566 Many thanks Jim. L Delete account Your accounts are shown in the left sidebar of the ¥ mail app. Select them here to view the different falders for each account

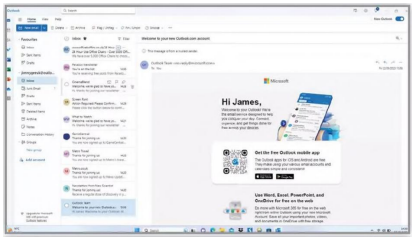
(inbox, sent mail, etc.), if you have not linked the inboxes. If you don’t see the left sidebar, click the Expand button at the top-left of the Mail app window. Inbox - Info New mail Inbox Russ Ware This is an email test! 11:13 Checking to see if the email is working ir Accounts &y Info Nikita TOP PAGE ON Hello, Hi Folders Inbox More Terry Carville Order 25566 ‘oberto Gejman Order Number jue, 29 de jul. de 2021 a la(: www.pelpublications.com 47

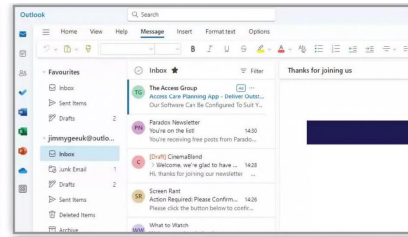


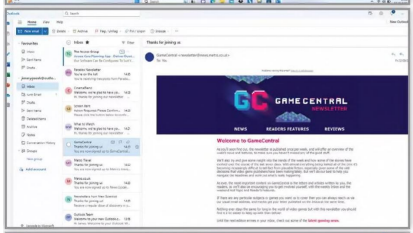


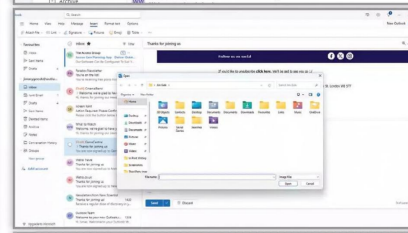
How to Use the Email App continued... Using the Mail App With your email accounts set up, you can now start using the app to send and receive emails. You can also personalise how the app looks, and start using the advanced features. Emails will appear automatically in your Reading Emails inbox as and when they arrive. New emails will be displayed with a highlight in the list. Click any email in the inbox list to open it in the main panel on the right. You can search for emails using the Mail Search field at the top of the inbox panel. Bt mcoott Hi James, Writi ng Ema fey Click the New mail button in the Mail app menu (the + button if the menu is collapsed). The blank email will appear in the main panel. Enter the recipient's address, subject and then write your email text. Basic text formatting options are available at the top of the email. Click "Send" when finished. GAME CENTRAL Mail Folders Open the Mail app menu on the left and you will see the Favourites section. The inbox is listed here as well, but to see more folders, click "More". Here you can find the Outbox, Drafts, Sent items, Deleted items and Junk Mail folders. Click on any of them to see the emails in those folders. Outlook Q Search Format text Foe @ = Home View Help G. ¢ B Message Insert Options Favourites © Inbox * = Filter Thanks for joining us © Inbox The Access Group a Access Care Planning App - Deliver Outst. B Sent items Our Software Can Be Configured To Suit Y. 7 Dvatis Paradox Newsletter Youre on the list 1430 jimmygeeuk@outlo... Voit recehing ffes posts from Piao, & Inbox [Draft] CinemaBlend Welcome, we'e glad tohave... 1428 Junk Email 7 & Hi thanks for joining our newsletter. P drafts Screen Rant SR Action Required: Please Confirm... 1426 Please click the button below to confi. B Sent items W Deleted Items Tree Naelaaliaiitcae Adding file attachments to emails in the Mail app is easy. Write your email, and then click the Insert tab at the top. Here you can find the option for attaching files. Click the link and browse to the file you want to attach. Click "Open" and a thumbnail of the attachment will appear in the email. Responding to Emails When viewing any email in the Mail app, you will see a number of options at the top of the email panel. These include Reply, Reply All and Forward, etc., (all of the normal email options). Click reply and you can start typing your reply, with the original email included above your reply. 48 www.pclpublications.com Inserting Images As well as the button to include attachments, the Insert tab features a

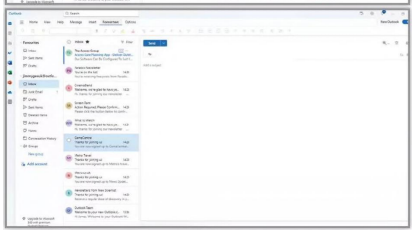
Picture button so you can insert an image into your email; as opposed to just sending it as an attached file. Once inserted, you can select it with your mouse and adjust its size (drag the corners as you can see in the example shown here). “his ema wos sent by Assocste Newspapers ts Nrthelifle House; 2 Dery St. Londen W ST Registered by England ane Wales with Compary number 3263662 METROcco.uk

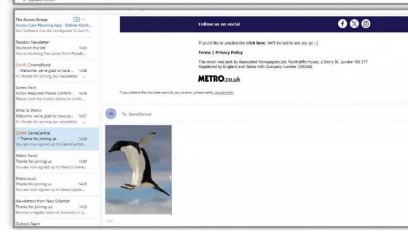




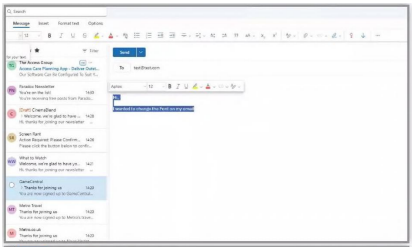


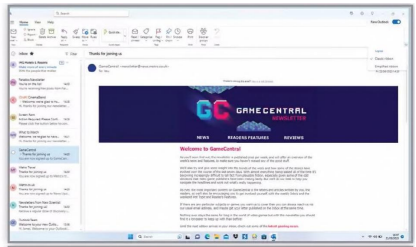


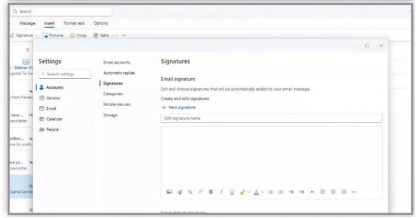




Customise the Mail App How to Use the Email App There are several ways to customise the Mail app to better suit your needs, from changing the background image and accent colour, to adding a signature and the display font. Background Image The background of the Mail app is set to an image by default. This is purely decorative, and can be changed. Open Settings > General. Appearence in the Mail app, then scroll to the bottom to see the different backgrounds available. Alternatively you can switch to Dark Mode from this link. a8.245 Meh fii bi Adi Mail App Colour The colour tint on the Mail app menu (on the left) and the colour of the accents such as buttons and highlights, can also be changed in the Personalisation settings. Just click a colour block to change it. You can also change the theme of the app from light to dark here, or use the Windows theme setting. Appearance 3 223 ubeRs 2232532 = Ett The default font for your emails is Calibri Body, unless you have changed it in the main system fonts options. This can be changed for any and all of your email accounts. Using the Font and layout customisation features which are accessed when sending an email, directly below the New Message bar. The default signature for the Mail app is “Sent from Mail for Windows”. The signature is automatically added to the end of your email message, but can be changed or turned off completely if not needed. Go to Settings > Signature, choose an account/all accounts and write your signature in the pane. | Settings Signatures Detver ©} at | Email signature cg 18 Aco B Genera tna caer Calesar 2 People You can easily control how you are notified of new emails. Go to Settings > Notifications, and you can control whether notifications are shown in the Notification center (Action center), if a sound is played and if pinned folders have notifications. As with other settings, you can apply to one account or all. Notifications In-app notifications Desitop rotiications Classic Display If you are already familair with a Windows based operating system you can revert to the classic Outlook email control layout by select the Layout pop up menu by tapping the downward arrow on the right side. Selecting the Classic ribbon option. eepOeCsevivaed

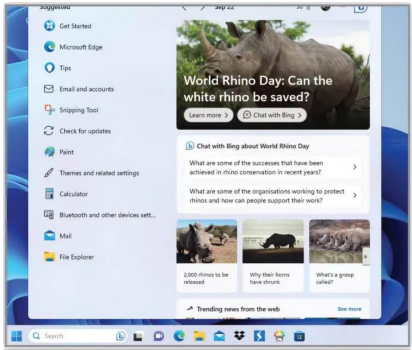


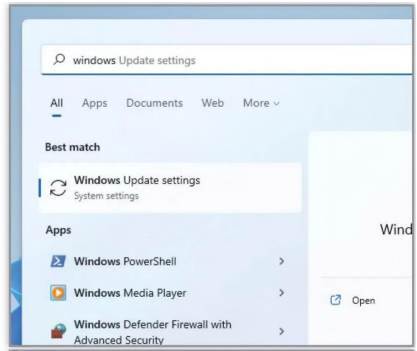


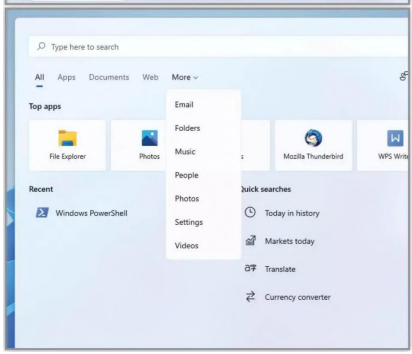


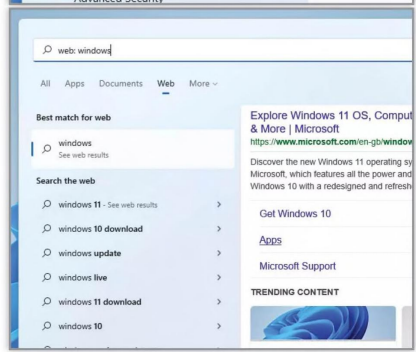
Search In Windows 11 It's hard to describe just how much better Search is in Windows 11, than in previous versions. Microsoft have done a lot to try to match the search functions on offer in rival operating systems, and the results can be seen in the new search feature. If you need to search for anything on your Windows 11 PC, the taskbar search tool is now the place to do it. The search field in the taskbar from Windows 10 is no longer there. You can also access search through the Start menu, or by pressing Windows key + S on your keyboard. G) Get started @ Microsoft Edge O Ts & Email and accounts World Rhino Day: Can the white rhino be saved? =D GED (© Chat with Bing about World Rhino Day Eo shipping Too! © Check for updates @® Paint G Themes and related settings What are some of the successes that have been > achieved in rhino conservation in recent years? What are some of the organisations working to protect rhinos and how can people support their work? ee : oh 2,000 rhinos to be released [calculator > G@_ Bluetooth and other devices sett. Sa mail We Fite Explorer Why their hors What's a group have shrunk called? 7 Trending news from the web GOunOo@CLaRVHA SS In addition to files and folders, you can search for web results and apps. When you first click in the search box you will see three tabs along the bottom that let you choose what to search for; but even if you don't click one of these, the search function is smart enough to return results from all. 2 Type here to search All Apps Documents Web More~ Top apps Email File Explorer Folders 9 suse Mozilla Thunderbird People Recent Quick searches Photos EX windows PowerShell © Today in history Settings Videos aan Markets today GF Translate 2 Currency converter 50 ~~ www.pelpublications.com Search results are displayed in sections (best match, apps, folders, etc.) so that you know what you are looking at. Apps will be displayed with their icon next to them. Folders will have a folder icon and images will be shown as small thumbnails, within the search results panel. 2 windows Update settings Documents Web More » All Apps Best match | cy Windows Update settings — system settings Apps EY Windows PowerShell Windows Media Player ow Windows Defender Firewall with Advanced Securi You can further filter the results that have appeared after you search by clicking on the titles of the results section in the panel. This lets you filter various results, even music or video. Suggested search results can be previewed by

clicking the right-facing arrow next to them. 2 web: window All Apps Web Documents More Explore Windows 11 OS, Comput & More | Microsoft https://www.microsoft.com/en-gb/windo' Best match for web windows DP ar ee web results . . Discover the new Windows 11 operating s\ Microsoft, which features all the power and Sear Windows 10 with a redesigned and refresh QD windows 11 - See web results Get Windows 10 windows 10 download Apps windows update Microsoft Support windows live TRENDING CONTENT —< m windows 11 download windows 10


Get Started
Microsoft Edge
Tips
Email and accounts
Snipping Tool
Check for updates
Paint
Themes and related settings
Calculator
Bluetooth and other devices sett...
Mail
File Explorer
World Rhino Day: Can the white rhino be saved?
Learn more
Chat with Bing
Chat with Bing about World Rhino Day
What are some of the successes that have been achieved in rhino conservation in recent years?
What are some of the organisations working to protect rhinos and how can people support their work?
2,000 rhinos to be released
Why their horns have shrunk
What's a group called?
Trending news from the web
See more

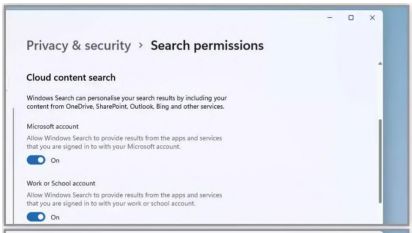




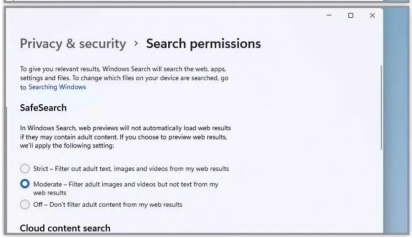


Search Settings and Tools Search in Windows 11 You have quite a lot of control over exactly how search provides you with search results, and what information it stores about your search history. Safe Search Sometimes web search results may show content that is not suitable for the younger audience, which is the reason Cortana also offers search filters. Go to Settings > Cortana > Permissions and History, and under SafeSearch, select the search filter that is most appropriate for you. Privacy & security » Search permissions To give you relevant results, Windows Search will search the web, apps, settings and files. To change which files on your device are searched, go to Searching Windows SafeSearch In Windows Search, web previews will not automatically load web results if they may contain adult content. If you choose to preview web results, we'll apply the following setting: (©) Strict - Filter out adult text, images and videos from my web results O Moderate - Filter adult images and videos but not text from my web results (©) Off- Don't fitter adult content from my web results Cloud content search Cloud Search cloud content on search results. Under Cloud Search, you will see a toggle that says Windows Cloud Search. This option manages whether Cortana shows cloud content in Windows Search. Cloud search is an option introduced in Privacy & security >» Search permissions Cloud content search Windows Search can personalise your search results by including your content from OneDrive, SharePoint, Outlook, Bing and other services. Microsoft account Allow Windows Search to provide results from the apps and services that you are signed in to with your Microsoft account. @ om Work or School account Allow Windows Search to provide results from the apps and services that you are signed in to with your work or school account @® o. This setting allows for the improvement of on-device search results, whether you are using an app, settings or another search from any signed on device. If you prefer that Windows does not record the on-device search history, you can switch this option off in Settings > Permissions & History. Privacy & security » Search permissions History Search history on this device To improve your search suggestions, let Windows Search store your search history locally on this device, Qo Clear device search history Search history in the cloud View and delete your search history in the cloud Privacy dashboard Include or exclude your web searches from search suggestions Windows 10, which

allows you to suppress Search History Search History can help to provide better search results. It can also be turned off, just like the Device History. Head in to Settings > Permissions & History and use the toggle to turn it off. If you click Search History Settings a browser window opens showing the history. Privacy & security > Activity history Jump back into what you were doing on your device by storing your activity history, including info about websites you browse and how you Use apps and services. J Store my activity history on this device Review the Learn more and Privacy Statement to find out how Microsoft products and services use this data to personalise experiences while respecting your privacy. Activity History in the Privacy Statement Clear activity history Clear history for rass@bdmpublications.com File Explorer Search You can always search for files and folders in File Explorer as you could in previous versions of Windows. With the new taskbar search you won't need to use this as often as you did, but it's still there if you need it. We don't find it as quick as the taskbar search, though. System > DESKTOP-LOGK9F4 is | Satelite Pro R50-B Ba Rename Display Monitors, brightness, night light, display profile i] Microsoft 365 View benefits @ Windows Update Last checked: 6 hours a Sound Volume levels, cutput, input, sound devices Notifications Searching in Settings Windows 11 allows you to search for settings from within the Settings app. Open the app and you will see the search box right at the top, underneath the window title. Possible results are displayed as you type, just like a normal search, but the results will only be from settings, nowhere else. - MB Tape > 4G) windone-colagesct WB Dowriaads Foldere (6) BE windows bannerjog me" geo dos ero 1B Pictures vile Ps] Downionde Hi Music ©) Windews 10 Fes content = liatdoce Dh Pictures Pictures Videos ©) Windews 10 for Seniors Vol 'Ma scene pio Windows 10 Soto mnie ~ Devices and doves (2) a ; wo Wve) BOOKLET 2218 Je eon . Cintra 3688 — i > Be Pictures Documents © Googe lnve ©) Windows Seniors Manual 21 Back Coverdoe ©) Windows 10 tues Fatplan» Mimeec a 7 1s ©) Windows 10 The Beginners » @ owAWone e) E00K Guide Vel 2040¢ fa naxon 8) Windows 10 Complete Guide 24 -latplanade > I DESKTOP-Lo = KRs > Mil pesimme-o1eass www.pclpublications.com 51


Privacy & security › Search permissions
Cloud content search
Windows Search can personalise your search results by including your content from OneDrive, SharePoint, Outlook, Bing and other services.
Microsoft account
Allow Windows Search to provide results from the apps and services that you are signed in to with your Microsoft account.
On
Work or School account
Allow Windows Search to provide results from the apps and services that you are signed in to with your work or school account.
On

System
DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Microsoft 365
View benefits
OneDrive
Manage
Windows Update
Last checked: 6 hours ago
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system


Privacy & security › Search permissions
To give you relevant results, Windows Search will search the web, apps, settings and files. To change which files on your device are searched, go to Searching Windows
SafeSearch
In Windows Search, web previews will not automatically load web results if they may contain adult content. If you choose to preview web results, we'll apply the following setting:
Strict – Filter out adult text, images and videos from my web results
Moderate – Filter adult images and videos but not text from my web results
Off – Don't filter adult content from my web results
Cloud content search

Privacy & security › Activity history
Jump back into what you were doing on your device by storing your activity history, including info about websites you browse and how you use apps and services.
Store my activity history on this device
Review the Learn more and Privacy Statement to find out how Microsoft products and services use this data to personalise experiences while respecting your privacy.
Activity History in the Privacy Statement
Clear activity history
Clear history for russ@bdmpublications.com
Clear

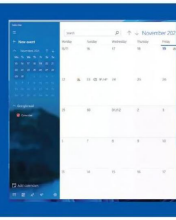
Inside the Calendar App The Windows 11 Calendar app is a fully integrated planning tool that can be linked up to your email accounts and easily synced to your other Windows devices. You can add new events manually, or you can simply use it to view national and public holidays; all of which are automatically added based on your location. Outlook Q Search 8 = Home View Help a) 8 Ww =| @@o jew Day Work Week |Month| Filter Share Print event » week ¥ calendar & New Arange we share Ww © =$September 2023 * VY Today * » September 2023 v Mn wt Fs £ a Monday Tuesday Wednesday Thursday a2 O20 3 1 2 3 28 Aug 29 30 31 a 4 5 6mm 8&8 9 10 1612 «Wf 14 «15 16 «17 a @ 18 19 ZO 21 22 J 23 24 25 26 27 28 29 30 «1 ea 2 4.5 6 @ 04 05 06 07 =Y Add calendar My calendars Calendar 11 12 13 14 all 52 www.pelpublications.com

Inside the Calendar App Calendar Updates The new Windows 11 Calendar app is one of a number of apps that Microsoft are actively updating on a regular basis. Features were removed and added even in the first few months of Windows 11's launch, and there's more to come. Whether any of the previous features that were removed will return is anyone's guess, as Microsoft is remaining silent. But, with each new update, the Calendar gets better, so keep an eye on it and see how it evolves over time. Fri, 22 Sep Nothing planned for the day Enjoy! Cua rvrHaicsasd A FMD ryom023 0 Calendar Pane The main Calendar pane, however you choose to view it with the View buttons, contains several different bits of useful information. Public and national holidays are automatically added, based on location. The current day is accentuated in your chosen highlight colour. Weather and temperature information is shown for the current day, along with a few days after. Clicking the weather symbol opens the Weather app. Add Event Click on any day in the main pane, or any hourly slot in day view, and a mini Add Event pane opens. You can use this to add an event to your calendar quickly. The pane includes event name, time-slots and location; it also lets you choose into which custom calendar you want to add it. If you choose to add more details, click the More Details button, if not, click Done to add the event. Calendar Settings Alongside various customisation settings, such as the ability to choose light and dark themes and change the default highlight colour, are settings for adding new email accounts and changing the default view. You can also add public or national holidays manually, in Calendar Settings, if they have not been correctly added automatically. ra Switch to Tabs The Mail and Calendar apps are closely linked, and you can quickly switch between the two using the buttons here. Receive an email with an appointment in it, and you can quickly add it to your calendar using the tools in the Mail app. You can also quickly switch to the People app and the ToDo app using the tabs/ buttons here.

Inside the Calendar App

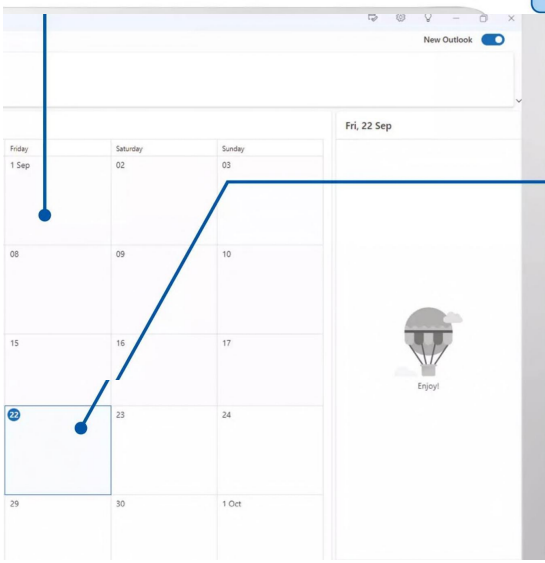
Calendar Updates

The new Windows 11 Calendar app is one of a number of apps that Microsoft are actively updating on a regular basis. Features were removed and added even in the first few months of Windows 11's launch, and there's more to come. Whether any of the previous features that were removed will return is anyone's guess, as Microsoft is remaining silent. But, with each new update, the Calendar gets better, so keep an eye on it and see how it evolves over time.



4 Calendar Pane

The main Calendar pane, however you choose to view it with the View buttons, contains several different bits of useful information. Public and national holidays are automatically added, based on location. The current day is accentuated in your chosen highlight colour. Weather and temperature information is shown for the current day, along with a few days after. Clicking the weather symbol opens the Weather app.



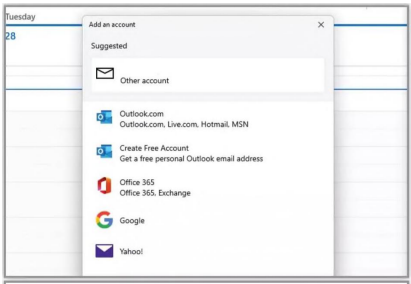
5 Add Event

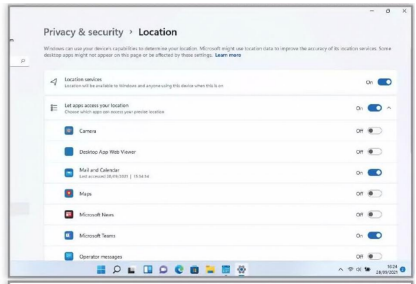
Click on any day in the main pane, or any hourly slot in day view, and a mini Add Event pane opens. You can use this to add an event to your calendar quickly. The pane includes event name, time-slots and location; it also lets you choose into which custom calendar you want to add it. If you choose to add more details, click the More Details button, if not, click Done to add the event.

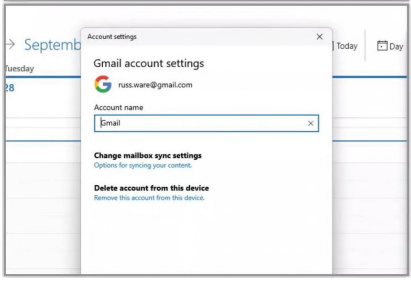
6 Calendar Settings

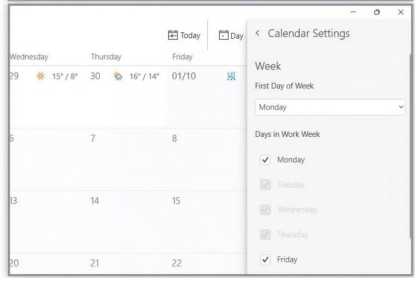
Alongside various customisation settings, such as the ability to choose the default highlight colour, are settings for adding new email accounts and changing the default view. You can also add public or national holidays manually, in Calendar Settings, if they have not been correctly added automatically.

Dates & Appointments with Calendar Digital calendars are no longer the preserve of business people scheduling appointments via email. With mobile phones now our new diaries, digital calendars are being used by increasing numbers of people to organise their busy lives. Welcome to Calendar. Setting Up Calendars The calendar can be a great productivity tool. We'll show you how to set up your calendar, arrange events and change settings, so your calendar is exactly the way you want it. Like Windows 11's email app, You'll be asked to enable location access Adding Calendars Allow Location : te Calendar also enables you to add for Mail and Calendar. This is multiple accounts; and from different providers too.So whether — predominantly for one simple reason - Calendar shows you the you use an Outlook calendar at work or have shared Google weather for your location each day. You can always revoke access calendars, you can join them all together in the Calendar app. via the Settings app. Go to Location and you can turn off To Start click on Add Accounts. Calendar's access to Location. Add an account ' . Privacy & security » Location Suggested = Other account io Outlook.com Outlook.com, Live.com, Hotmail, MSN io Create Free Account Get a free personal Outlook email address oe" Ov» Office 365 Office 365, Exchange — | hd Yahoo! Now add the accounts you want Sign In to Calendars to use in Calendar. You can do this at any point you choose via Settings > Accounts. From there GB Wirt ter CB Wirt Teams o BD operator messages oF © Bounmoeazae The calendar settings are fairly Calendar Settings calena : basic, boiling down to adding accounts, changing the appearance and setting the weather 1624 AF HW aeosrcr @ you can easily add an Outlook.com, Exchange, Google or iCloud calendar; or enter advanced settings for any other calendars you may have from other providers. Account settings x Today Septemb Ebay Gmail account settings CG wceopmnes Account name [mail uesday 'Change mailbox sync settings Options for syncing your content. Delete account from this device Remove this account from this device. 54 ~—www.pelpublications.com region. The only other settings are the controls to how the calendars are displayed (First day of week, Days in work week, Week numbers on/off, etc.). < Calendar Settings Fe] Today ~ | Day Thursday Friday Week First Day of Week 30 ®& 16°/14° 01/10 Monday Days in Work Week v) Monday Vv Friday


Tuesday
28
Add an account
Suggested
Other account
Outlook.com
Outlook.com, Live.com, Hotmail, MSN
Create Free Account
Get a free personal Outlook email address
Office 365
Office 365, Exchange
Google
Yahoo!

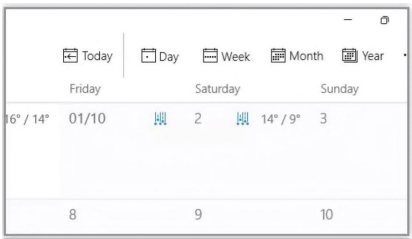

Privacy & security › Location
Location services
On
Let apps access your location
On
Camera
Off
Desktop App Web Viewer
Off
Mail and Calendar
On
Maps
Off
Microsoft News
Off
Microsoft Teams
On
Operator messages
Off

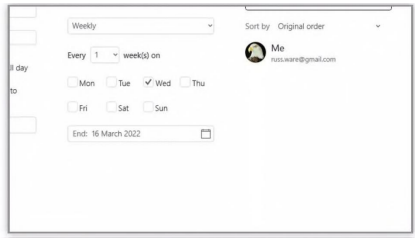

Septemb
Today
Day
Tuesday
28
Account settings
Gmail account settings
russ.ware@gmail.com
Account name
Gmail
Change mailbox sync settings
Options for syncing your content.
Delete account from this device
Remove this account from this device.

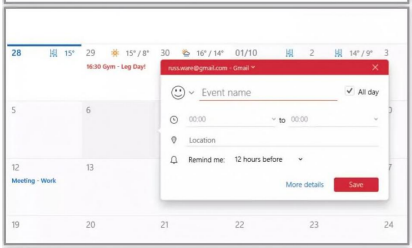

Today
Day
Wednesday
Thursday
Friday
29
15° / 8°
30
16° / 14°
01/10
6
7
8
13
14
15
20
21
22
Calendar Settings
Week
First Day of Week
Monday
Days in Work Week
Monday
Tuesday
Wednesday
Thursday
Friday

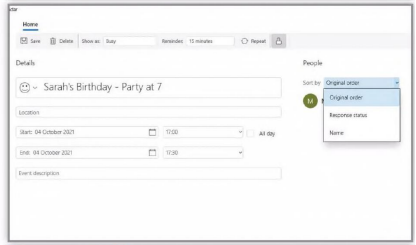
Dates and Appointments in Calendar Creating and Managing Events In the Calendar app, the appointments and reminders you add manually are called Events. You can add multiple events to each day, add emojis and set events to repeat. The default view when opening the Calendar is the month view. You can switch to the different views (Day, Week, Month and Year) using the buttons along the top of the calendar. There is also a button here to take the view back to the current day, if you have been browsing future or past months. = o | Friday Saturday Sunday 01/10 Kel WW t4eyg˚ 3 Click the New Event button in the top left. Add the name of the event, a location should you wish to, plus start and end dates and times. You're also able to invite people by email using the field on the right-hand side. This will then insert the event into their calendar as well. Home © seve [fi] delete | showas Outof office Reminder: 15 minutes Details People ©» Gym - Leg Day! @ russ.ware@gmailcom - Gmail ~ Gmail Sort by Original order Location @ russware@gmailcom - Gmail Me russware@gmailicom Start 29 September 2021 © Writings and Stuff - Gmail End: 29 September 2021 @ Work Schedule - Gmail Event descnpption @ Deadlines - Gmail You can also add events by clicking on the relevant date block (or time block in Day view), and then adding the event details in the quick event pop-up box. If you want to see the full, new event screen at this point, you can click the "More details" link in the quick event box. 29 a 15˚/8˚ 16:30 Gym - Leg Day! 30 & 16/14" 01/10 Ht We 14s 3 © ~ Event name Y Allday © 00:00 @ Location QQ Remind me: 12 hours before ha 12 7 Meeting - Work You can also choose to set repeat events — just click the Repeat button in the toolbar when you're creating a new event. Check the days you want. You can repeat daily, weekly, monthly or yearly, depending on what you need to do. You can even set a date when the repeated events end. Weekly Sort by Original order Me ~ week(s) on russ,ware@gmail.com Every 1 Tue ¥ Wed Sat Sun End: 16 March 2022 You're also able to assign different colours to different calendar accounts. Each calendar account you add will automatically be assigned a different colour. You can then change this assigned colour by clicking the arrow next to the calendar name and choosing from the pop out menu. 17 Sarah's Birthday - Pa Step 6 One of the best things about the Windows 11 Calendar app is how admirably it copes with multiple calendars. So providing

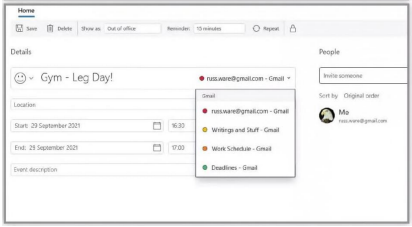
they invite your account (or you invite them), you’re able to easily share events with others. If you do share, you can set certain events as private, so only you see them. Home TE sare fi] vate | showas Busy Details People Sort by Original order Cu) Original order Response status ©-~ Sarah's Birthday - Party at 7 Location Start: 04 October 2021 4| Nome End: 04 October 2021 Event description www.pelpublications.com 55

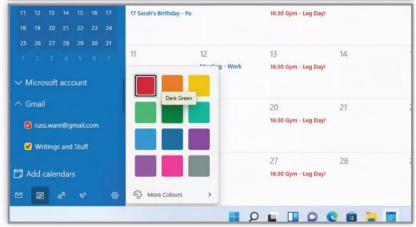




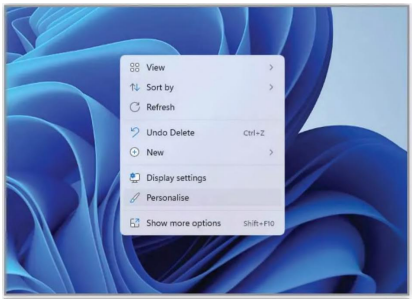


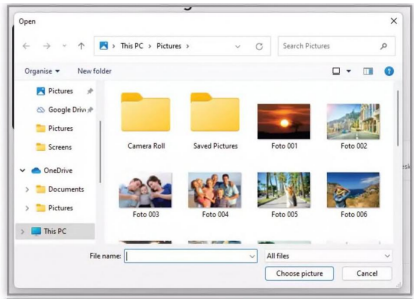


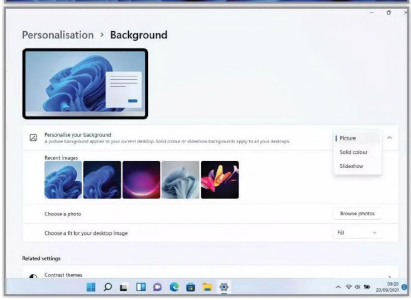


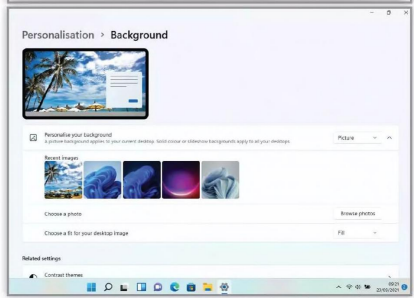


Personalising Windows 11 As with all recent versions of Windows, you can completely change the look and feel of Windows 11 to suit your own needs or style. From the desktop wallpaper to the colour themes everything can be customised and personalised. Change the Desktop Background The desktop personalisation procedure hasn't changed much since Windows 10, so if you've used that OS before this will feel very familiar. You can get started with personalising the Step 1 : : Windows 11 desktop in exactly the same way you did with Windows 10. For anyone completely new to Windows, that means right-clicking anywhere on the desktop screen and selecting Personalise from the action menu that appears. View Sort by Refresh Undo Delete New Display settings Personalise Show more options Shift + Fio The Background settings will be displayed first by default. Click the first drop-down menu to select whether to use the default backgrounds, solid colours or choose to display folders of your own images. Your choices here changes what is displayed in the background settings. Personalisation >» Background @]_ Petsonalse your background | Picture Lac apetes 20 yo ope Solid colour Sideshow ro your currant desktop, Solid calour ar sideshow backgecumde apply to al your desk Recent images a7 Choose a photo Choose a fit for your desktop image Related settings ay _ Contrast themes H@oumoe@sse 56 ~www.pelpublications.com To select your own pictures for the background, click on Browse photos in the Choose a photo section and navigate to the folder containing the images you want to use. For best results, use pictures that have the same aspect ratio (i.e. widescreen landscape), as your monitor screen. 4 WR» ThisPC >» Pictures >» Organise ~ New folder WR Pictures # Google Driv # 'DD Pictures Saved Pictures 'DD Screens Camera Roll Y @& OneDrive > § Documents > Pictures 2 Foto 003 Foto 004 > Gi thisec vy] Allfiles Choose picture Cancel File name: To set a picture as your desktop background, simply click on it. It willinstantly be set as your new desktop background image (a preview will display). The screen shows you the last five images used or you can click the Browse button to choose a new one from your folders. Personalisation >» Background Choose a fit for your desktop image Related settings a) _ Contrast themes BouGdoe@esaus

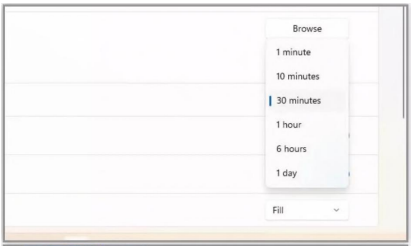

View
Sort by
Refresh
Undo Delete
Ctrl+Z
New
Display settings
Personalise
Show more options
Shift+F10

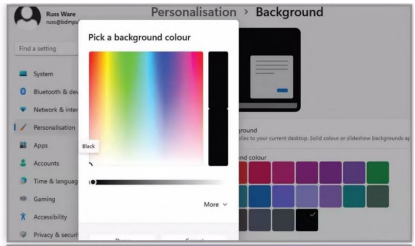

Open
This PC › Pictures ›
Search Pictures
Organise
New folder
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Camera Roll
Saved Pictures
Foto 001
Foto 002
Foto 003
Foto 004
Foto 005
Foto 006
File name:
All files
Choose picture
Cancel

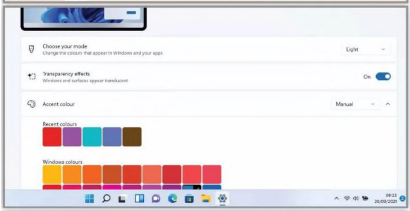

Personalisation › Background
Personalise your background
Picture
Solid colour
Slideshow
Recent images
Choose a photo
Browse photos
Choose a fit for your desktop image
Fill
Related settings
Contract themes

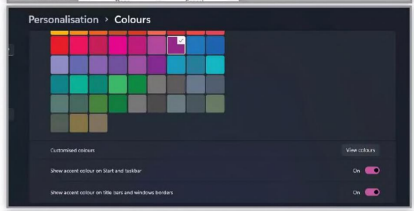

Personalisation › Background
Personalise your background
Picture
Recent images
Choose a photo
Browse photos
Choose a fit for your desktop image
Fill
Related settings
Contract themes

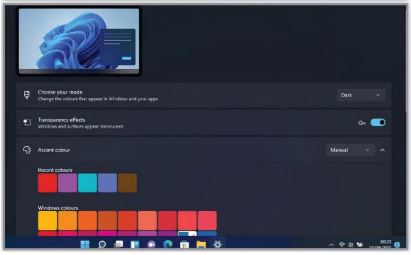
Step 5 If you opt for Slideshow, you will see some additional options to choose from. You can set the interval for the slide show from the ‘Change picture every’ menu and decide how you’d like the images to fit on the screen by clicking the ‘Choose a fit’ menu. Browse 1 minute 10 minutes | 30 minutes 1 hour 6 hours 1 day Personalising Windows 11 If you choose to set your desktop background as a solid colour, you will see a grid of about 25 colours that you can choose from. If you want to use a colour not shown in the grid, click on the View colours option and use the colour picker to select the exact colour you want to apply. Personalisation >» Background Pick a background colour Find a setting cl | a Setting Accent Colours By accent colours we mean the colour of the taskbar, the Start menu and the frames of new windows and so on, that you open on your computer. Aside from the desktop background, you can also Step 1 change the colour of the taskbar and the Start menu and other system components. Click on the Colours option in the main Settings sidebar. Here you will see several colour control options, including the option to choose light or dark mode. To apply a colour other than light or dark to the taskbar, Start menu and other accents, you need to first select Dark mode, then select a colour from the grid of colours and then select the option below that to “Show accent colour on Start and Taskbar”. You can also apply it to title bars and borders. Personalisation >» Colours | | Light mode is the default that Windows 11 is set to when installed. Select Dark mode to see an immediate and obvious change. Dark mode affects most menus like the taskbar, Start menu and folders etc. The third option is Custom, which lets you choose light/dark modes separately for system and apps. If you need to set the colour scheme to high contrast (if, for example, you have a vision impairment), you can access several preset colour themes from the Colours menu. You will see a preview of the different themes, and can then apply the one you like from the drop-down menu. Accessibility » Contrast themes © Contest themes Press left Alt + left Shift + Pr Related settings


Browse
1 minute
10 minutes
30 minutes
1 hour
6 hours
1 day
Fill


Personalisation › Background
Pick a background colour
More


Choose your mode
Transparency effects
Accent colour
Manual
Recent colours
Windows colours


Personalisation › Colours
Customised colours
View colours
Show accent colour on Start and taskbar
Show accent colour on title bars and windows borders

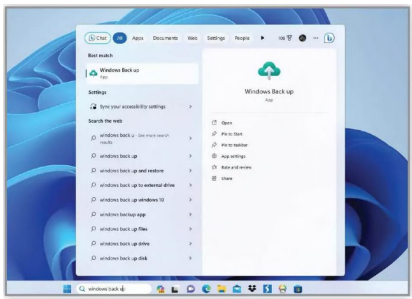

Choose your mode
Dark
Transparency effects
Accent colour
Manual
Recent colours
Windows colours

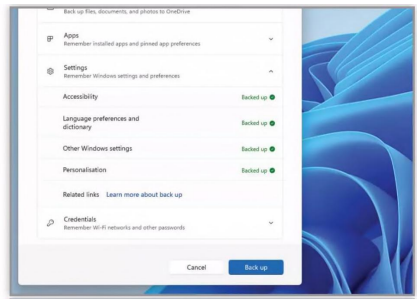
Accessibility › Contrast themes
Use more distinct colours to make text and apps easier to see.
Theme preview
Aa
Aquatic
Desert
Dusk
Night sky
Contrast themes
Apply
Edit
Related settings
Themes

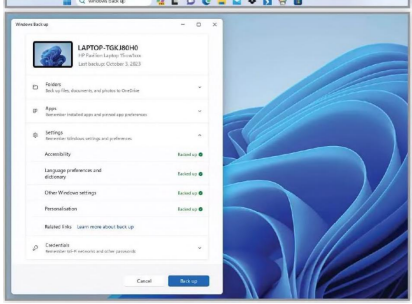
Personalising Windows 11 continued... Modifying Themes There are several themes preset in Windows 11. These can be applied at the click of a button, and then further customised to suit your needs. Step 1 You can find the preset themes in Settings > Personalisation > Themes. The current theme is displayed at the top of the page, with details about background, colour, sounds and mouse cursor displayed next to it. Each of these details can be clicked to go to a section where you can edit it. r 1] Personalisation >» Themes Background Colour @ faas a) Light Bloom Blue ch) Sounds PS. Mouse cursor Windows Default Windows Defaul Use a custom theme Current theme Choase a combination of wallpapers, so and cc together t CRM. Get more themes from Microsoft Store Related settings ©) Desktop icon settings HOumgoesze Each time you make a change using these links, return to the Themes section to see the changes in the preview window, or minimise the Settings app to see the desktop. When you are happy with all of the changes, click “Save” and the theme will be set and added to the other themes. Further down the page are five more preset themes displayed in a panel. Simply click each one to activate it and apply the changes. Minimise the Settings app to see the changes to the background, etc. As with the default theme, the details of the new theme are displayed at the top of the page. At the bottom of the themes settings page are a few more links, taking you directly to desktop icon settings and high/low contrast themes. Desktop icon settings are separate to the themes, so if you change these, they will remain even if you then go back and choose a new theme. Save your theme Name your theme ation > The Save Ss Save | New Theme - Red| : | ion of wallpapers, sounds, and colours together to give your desktop more personality 58 ~www.pclpublications.com Accessibility » Contrast themes Night sky Aquatic © Contrast themes Press left Alt + left Shift + Print Ser Related settings vA, Themes Background image, colour, theme packs f@ Gethelp # Give feedback wOoumoesse

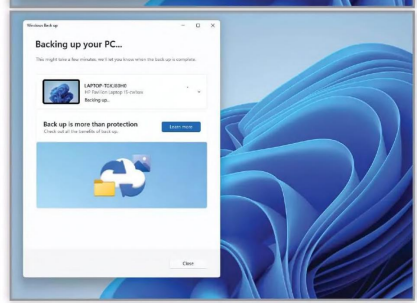
Using Windows Back up Using Windows Back up It may seem odd to be reading a guide to backing up your device while we are still working through the core functionality. We can assure you that is not the case, as backing up your device regularly is essential to protecting your files and your hardware. Activating and using Windows Back up Your files and your data are as precious as your tablet, desktop or laptop computer itself. Use this guide to protect your entire Windows 11-powered environment. Step 1 Using the Search bar, enter the term “Windows Step 3 An apps back up ensures any installed applications Back Up” to quickly locate the application. From and related data are added to your back up. A the results, click on the app to open it in a small window that’s Settings back up retains all personal preferences you have made to accessible from the desktop. Your devices core details are your system, from personalisation to accessibility. Again, both are displayed here, and also the date of any available back ups. recommended additions to your back up. Back up files, documents, and photos to OneDrive (Wena) roe vocuments woo ‘Apps {eee Remember installed apps and pinned app preferences Bost match | a Widows Backup Settings es Remember Windows setting: and preferences ae Accessibility &@ Syne your accessibility settings Search the web as Language preferences and 2 dictionary 1p) Windows back See more euch rem Other Windows settings 2 windows back up © windows back up and restore > ‘4 Personalisation (P) véndaws back up to external dive ih castes Ea essen 8 Related links Learn more about back up windows back up 9. andows backup app D Credentials 2 windows back up tls > Remember Wi-Fi networks and other passwords windows back up drive 2 windows back up disk Step 2 Below this info, you can customise the data, Step 4 Finally, when selected ‘Credentials’ saves your settings and file you wish to back up. These are personal settings, from passwords to wi-fi broken down accordingly Folders, Apps, Settings and networks. Again we suggest adding this data to all back ups. Once Credentials. By activating Folders in back up you add any files, you’ve made your selections, click Back Up. The app then stores photos and documents; we advise doing so. all your selections. Repeat this process regularly. Windows Beck op LAPTOP-TGKJ80HO Backing up your PC... HE Pavilion Laptop 1S-ciex This right tate afew rinses. we'llet you know when the back up

is complete Wiucecc HP Paiion Laptop 15-cwhant Backing up. Back up is more than protection aptop 1S-cwhx Last backupe October 3, 2023 Other Windows settings Personalisation Related finks Lear more about back up p Credentials Remember WEF netwerts id ocher pases www.pcelpublications.com 59

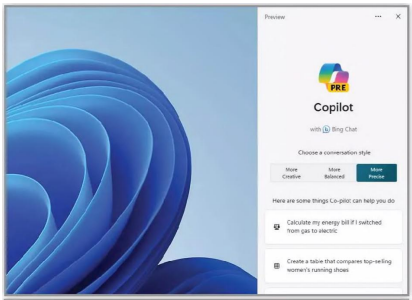


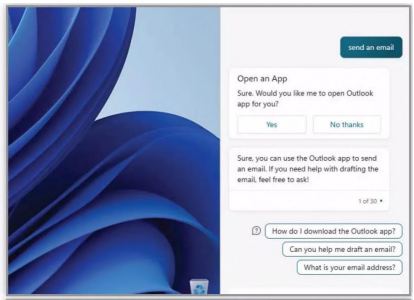


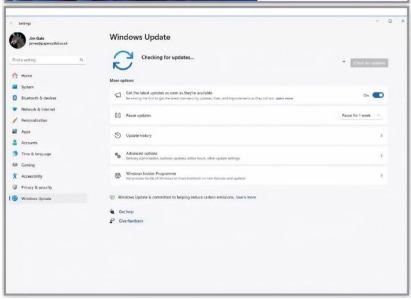


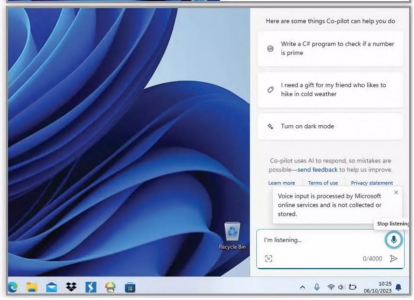


10 Ways to get more from Copilot The Copilot app is one of the most intriguing additions to Windows 11's portfolio of amazing features since its launch. As the use of Al in our delay life slowly increases, Copilot provides an expansive showcase of how far this technology has progressed since Cortana retired. What follows is our ten steps to getting the best from Copilot. From Set Up to reaching for the stars As the key part of the 2023 Windows 11 update and the replacement for the rather poor former Windows Al assistant Cortana, Copilot is packed with features. Let's take a look at our top picks. Copilot is a new feature of Microsoft's major 2023 Windows 11 software update, so before we start let's check you have the application installed. If you have, the quick launch link is automatically added to the task bar. If it's not there, you need to perform an update. Windows Update TM checking tor updates. La When you open Copilot, via the quick launch or Wint + C, you're given three 'conversation styles' you can choose from; Creative, Balanced and Precise. This choice massively changes your Copilot experience, and we would advise you to make the choice based on your task/question. a conversation style More Balanced are some things Co-pilot can help you do ulate my energy bill if | switched alectric Create a tabie that compares top-seling womer's running shoes 60 www.pclpublications.com Interaction with Copilot is performed via your voice or direct keyboard input, using the 'Ask me anything..' input bar at the base of the Copilot panel. Click the microphone icon to interact using your voice or click on the Ask me anything text to enter your request via the keyboard. Here are some things Co-pilot can help you do Write a C# program to check if a number is prime I need a gift for my friend who likes to hike in cold weather o % Tum on dark mode Voice input is processed by Microsoft * online services and is not collected or stored I'm listening. Now we're set up, let's start using Copilot. One core area of the app is using it to perform simple operational tasks on your Windows 11 device. For example, if you select the Precise conversation style and ask Copilot to "Send an email", it then asks you if you wish to open Outlook. Open an App Sure. Would you like me to open Outlook app for you? Yes No thanks Sure, you can use the Outlook app to send an email. If you need help with drafting the email, feel free to ask! ® [How do | download the Outlook app? | Can you help me draft an email? What is your email address?


Preview
PRE
Copilot
with Bing Chat
Choose a conversation style
More Creative
More Balanced
More Precise
Here are some things Co-pilot can help you do
Calculate my energy bill if I switched from gas to electric
Create a table that compares top-selling women's running shoes

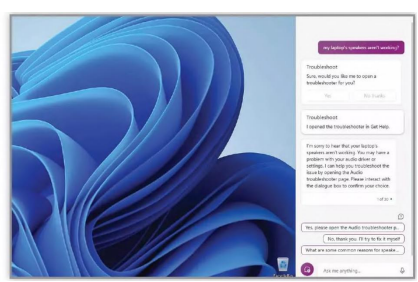

send an email
Open an App
Sure. Would you like me to open Outlook app for you?
Yes
No thanks
Sure, you can use the Outlook app to send an email. If you need help with drafting the email, feel free to ask!
1 of 30
How do I download the Outlook app?
Can you help me draft an email?
What is your email address?

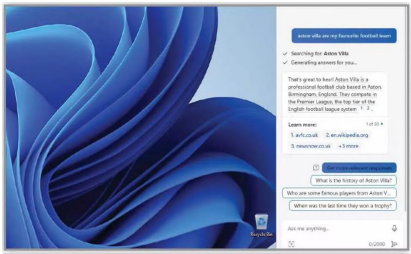

Windows Update
Checking for updates...
More options
Get the latest updates as soon as they're available
Pause updates
Update history
Advanced options
Windows Insider Programme
Windows Update is committed to helping reduce carbon emissions. Learn more
Get help
Give feedback


Here are some things Co-pilot can help you do
Write a C# program to check if a number is prime
I need a gift for my friend who likes to hike in cold weather
Turn on dark mode
Co-pilot uses AI to respond, so mistakes are possible—send feedback to help us improve.
Learn more
Terms of use
Privacy statement
Voice input is processed by Microsoft online services and is not collected or stored.
Stop listening
I'm listening...
0/4000
Recycle Bin
10:21
06/10/2023

Step 5 After your initial request Copilot remembers your choices. The app often asks you a question related to your request. For example, having elected to send an email, Copilot offers to draft this message for you, based on the basic content structure you have provided for you to send. Posse et me hom if you can make it sponse fer Dou Kame Plsserepiace [Friend's Wane] ond [Your Mane) it yur fens name and your name respectively. et me ‘nom yeu nee 3 trove Neto Step 6 The more you use Copilot, the better and more personal the experience becomes. The app is keen to learn more about you, and asks you questions to build its knowledge base. For example, ask it for the latest sports scores and the app asks your favourite team. aston villa are my Favourite football eae Y_ Searching for Aston Villa Y. Generating answers for you. That's great to heer! Aston Vill is 2 professional football ub based in Aston, Birmingham. England. They compete in the Premier League, the top tior of the English football lague system 1 2 Learn more: totz0* Laviccouk 2ennikipediaora Brewsnowcouk +3 more (Geter eet RIED) (oats te istry ot Aston vita) (Wino are some famous payers kom Aston...) (When was the last time they won a trophy? | Ast me anyting 9 Step 7 | ‘ the Creative style and enter the request into the input bar. Did you enjoy its work? Let Copilot know by selecting the thumbs up/down options from the Copy link top-right of the piece, or Copy to move the text to another document. Sure, | can write a poor about the adieriieckoniatlaweigaly ‘The Autuan Song oO The leaves are turning rod and gold ‘The ein is crisp and cool ‘The sumen's heat 1s fading Fest The autumn breeze is here at last ‘re pumpkins are ripe aod ready ‘he apples are sucet and 5a) The harvest i rich and pountsful The autumn feast is sk me anytning. Step 8 Let’s ask it to write a poem about the Autumn. Select 10 Ways to get more from Copilot An area in which Copilot quickly becomes an essential service is the short question input. Need a recipe? Ask. Want to compare an iPhone to Samsung Galaxy smartphone? Ask. Want the latest sports scores, movie reviews, news, a store’s opening times or tech support? Ask. Troubleshoot Sure, would you tke me to open a tuoubleshooter for you? Troubleshoot | opened the troubleshooter in Get Help, rm sony to hear thet your laptop's speakers aren't working, You may have a problem with your au diver or settings. I can help you troubleshoot the issue by opening tie Audio troubleshaoter page. Please interact

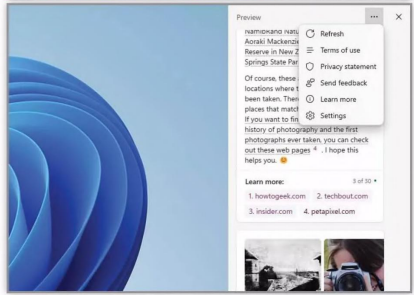
with ‘the dialogue box to confirm your choice ote © You can also ask Copilot to identify an item, object or individual from an image. Drag the image to the input bar and ask, “What is this image?” With this or any question you can also ask to translate the description to another language. Copilot then gives its response. what is the image of? Analysing the image: Faces may be blurred to protect privacy, Y. Searching for translate the page to Japanese Y Generating answersfor yg The image ic ofa stary night sky over a lake. The sky isa deep blue with a tow bright stats scattered across it. The stars form a constellation that appears to be the Big Dipper. The lake is a deep blue and appears to be calm and stil The horizon is a line of trees that are sihouetted against the night sky. tis 9 beautiful and serene scene, Ifyou want to translate the page to Japanese, you can use the Microsoft Step 10 Your interactions with Copilot are displayed as a dialogue flow, which can be explored using the slider on the right. Once you’ve finished your interaction, click the three dots at the top of the panel and click Refresh to clear the chat. Your interaction is stored by the app itself. Preview NaminKana VatL CG} Refresh Aoraki Mackenzie Reserve in New Z Springs State Par = Terms of use Privacy statement Of course, these; locations where t been taken. Then places that matct : If you want to fin & Settings history of photography arid the frst" photographs ever taken, you can check out these web pages 4 . | hope this helps you. @ Send feedback Learn more Learn more: 30f30° 1.howtogeek.com 2. techbout.com 3.insidercom 4. petapixel.com




aston villa are my favourite football team
Searching for: Aston Villa
Generating answers for you...
That's great to hear! Aston Villa is a professional football club based in Aston, Birmingham, England. They compete in the Premier League, the top tier of the English football league system.
Learn more:
1. wfc.co.uk
2. en.wikipedia.org
3. newsnow.co.uk
+3 more
What is the history of Aston Villa?
Who are some famous players from Aston V...
When was the last time they won a trophy?
Ask me anything...
0/2000

what is the image of?
Analysing the image: Faces may be blurred to protect privacy.
Searching for: translate the page to japanese
Generating answers for:
The image is of a starry night sky over a lake. The sky is a deep blue with a few bright stars scattered across it. The stars form a constellation that appears to be the Big Dipper. The lake is a deep blue and appears to be calm and still. The horizon is a line of trees that are silhouetted against the night sky. It is a beautiful and serene scene.
If you want to translate the page to Japanese, you can use the Microsoft

write a poem about the autumn
Sure, I can write a poem about the autumn. Here is one that I came up with:
The autumn wind
The leaves are turning red and gold
The air is crisp and cool
The summer's heat is fading fast
The autumn breeze is here at last
The pumpkins are ripe and ready
The apples are sweet and juicy
The harvest is rich and bountiful
The autumn feast is
Ask me anything...
0/4000


Preview
Refresh
Terms of use
Privacy statement
Send feedback
Learn more
Settings
Springs State Par
Of course, these
locations where t
been taken. Then
places that match
If you want to fin
history of photography and the first photographs ever taken, you can check out these web pages. I hope this helps you.
Learn more:
3 of 30
1. howtogeek.com
2. techbout.com
3. insider.com
4. petapixel.com

Windows 11 Keyboard Shortcuts Keyboard shortcuts are a useful way to speed up navigating your way around Windows 11, especially if you are using a laptop with a touchpad. There are literally hundreds to learn, but here are some of the most useful keyboard shortcuts for everyday use. Basic Keyboard Shortcuts Ctrl + C Copy the selected item Ctrl + X Cut the selected item Ctrl + V Paste the selected item Ctrl + Z Undo an action Alt + Tab Switch between open apps Alt + F4 Close an active item, or exit an app Shift + Delete Delete item without moving to Recycle Bin Ctrl + Shift + Esc Open the Task Manager Windows Key Shortcuts Windows key Open Start menu Windows key + A Open Quick Settings panel Windows key + S Open Search Windows key + C Open Teams Chat Windows key + Tab Open Task view Windows key + I Open Windows 11 Settings Windows key + W Open Widgets panel Windows key + E Open File Explorer Windows key + R Open the Run app Windows key + V Open the Clipboard Windows key + G Open the Xbox Game Bar Windows key + N Open Notifications panel Windows key + X Open a system context menu Windows key + U Open Accessibility settings Windows key + L Lock your PC or switch accounts Windows key + H Open Voice typing control Windows key + T Cycle through apps on the Taskbar Windows key + comma Peek at the desktop Windows key + D Display and hide the desktop Add a virtual desktop Switch to virtual Windows key + Ctrl + D Windows key + Ctrl + Right Arrow desktop on the right 62 www.pclpublications.com Windows key + Ctrl + Left Arrow Switch to virtual desktop on the left Windows key + Ctrl + F4 Close the virtual desktop you're using Windows key + Home Minimise all but the active desktop window Windows key + Up arrow Stretch the desktop window to the top and bottom of the screen Windows key + Down arrow Restore desktop windows vertically, maintaining width Windows key + plus or minus ___ Zoom in or out using Magnifier Windows key + Esc Exit Magnifier Windows Snap Shortcuts Windows key + Up Arrow Maximise current window Windows key + Down Arrow Restores window size Windows key + Left Arrow__ Snaps current window to the left Windows key + Right Arrow Snaps current window to the right Windows key + 2 Arrow Keys Snaps current window into one corner Taskbar Shortcuts Shift + click a taskbar button Open an app or quickly open another instance of an app Ctrl + Shift + click

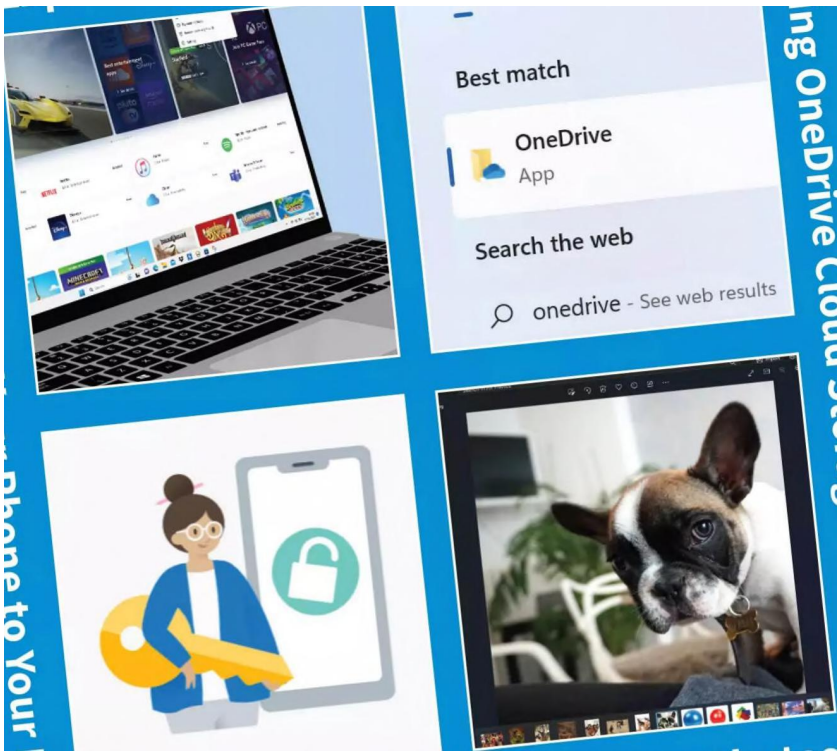
a taskbar button Open an app as an administrator Shift + right-click a taskbar button Show the window menu for the app Shift + right-click a grouped taskbar button Show the window menu for the group Ctrl + click a grouped taskbar button Cycle through the windows of the group

Typing Shortcuts Ctrl + C Ctrl + D Copy the selected item Delete the selected item and move it to the Recycle Bin Ctrl + R Ctrl + V Ctrl + S Ctrl + Y Ctrl + Z Ctrl + Right arrow Ctrl + Left arrow Ctrl + Down arrow Ctrl + Up arrow Refresh the active window Paste the selected item Save document Redo an action Undo an action Move the cursor to the beginning of the next word Move the cursor to the beginning of the previous word Move the cursor to the beginning of the next paragraph Move the cursor to the beginning of the previous paragraph Select a block of text Windows 11 Keyboard Shortcuts Ctrl + Shift + greater than (>) Ctrl + Shift + less than (<) Increase font size Decrease font size Ctrl + Shift + A Change to all capitals Ctrl + Shift + L Change bullet style Ctrl + Home Go to the beginning of the doc Ctrl + End Go to the end of the doc Movies & TV Shortcuts Ctrl + Shift with an arrow key Wordpad Shortcuts Ctri + 1 Set single line spacing Ctrl + 2 Set double line spacing Ctrl + A Select all Ctrl + B Make selected text bold Ctrl + C Copy a selection Ctrl + E Align text center Ctrl + F Search for text in a doc Ctrl + H Replace text in a document Ctri + 1 Italicise selected text Ctrl + J Justify text Ctrl + L Align text left Ctrl + N Create a new document Ctrl + O Open an existing document Ctrl + P Print a document Ctrl + R Align text right Ctrl + S Save changes Ctrl + U Underline selected text Ctrl + V Paste a selection Ctrl + X Cut selection Ctrl + Y Redo change Ctrl + Z Undo change Alt + Enter Play full-screen Esc Leave full-screen Enter Select what is in focus Spacebar Play or pause Alt + Left arrow key Go back Ctrl + T Turn repeat on or off F7 Mute the sound F8 Volume down F9 Volume up Microsoft Edge Shortcuts Ctrl + Shift + B Show/ hide the favorites bar Ctrl + Shift + D Save all open tabs as favourites to a folder Alt + D Select the URL in the address bar Ctrl + E Open a search query in the address bar Ctrl + F Find on page Ctrl + Shift + L Paste and search Ctrl + N Open a new window Ctrl + Shift + N Open a new InPrivate window Ctrl + P Print the current web page Ctrl + R Reload the current page Ctrl + S Save the current page Ctrl + T Open and use a new tab Ctrl + Shift + U Start or stop Read Aloud Ctrl + Shift + V Paste without formatting Ctrl + W. Close the current tab Ctrl + Shift + W. Close the current window Take the time to learn your keyboard shortcuts for Windows 11, and you'll be opening, closing, moving, creating and modifying everything on your desktop with ease. You don’t have to

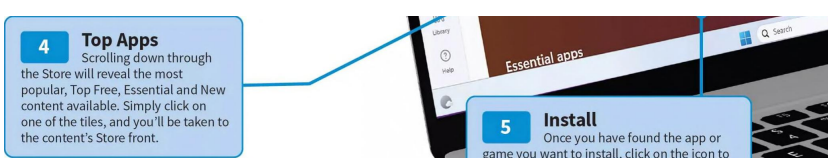
learn them all, but make yourself familiar with the basics of each app you use, and you'll be maximising your workflow in no time.

Do More with Windows 11 Want to do more with Windows 11 and its new features? Excellent, then this is the chapter for you. Within the coming pages, you'll learn how to utilise Microsoft's apps to your best advantage, and how to get to grips with some of the more technical aspects of the operating system. From learning how OneDrive works through to navigating with Maps, and exploring Windows 11's interesting interactive features, there's something for every user here.

Best match OneDrive 1 © app Search the web e web results 2 onedrive - Se “Learn how to purchase additionals apps, media and games, make video calls with Teams and Skype, connect additonal devices to your Windows 11 powered hardware and so much more.” www.pclpublications.com 65



@ GB Exploring the e Microsoft Store If the Desktop, Widgets, Notifications and new apps weren't enough of an update for you, then you're in luck as Microsoft has also updated and revamped its online Store. Giving you access to the best apps and entertainment. and more Search apps, games, movies GB Wiccosoft store New Look The Microsoft Store has a new look to it, in-line with the rest of the Windows 11 theme and desktop. You'll find the Store located by default in the taskbar. £7.99 £1.00 Join PC Game Pass Discover your next favourite game Discove Categories Quick access to the main categories: Apps, Gaming and Films & > See details TV are available to the left-side of the Store window. Click each one to be taken to specific pages where you can find the latest content. ' free apps " Ne cae Library Top ay OT The Library contains all WhatsAPP N A2*® Soc?! the apps you currently have installed on your system. From here you can further break them down into sub-categories such as Games, Movies & TV, etc. You can also check their update status, pin them to the Start or taskbar, and even open them. box ae a7 Entertainmen Microsoft Clipename 3a Proto g video Top Apps Scrolling down through the Store will reveal the most popular, Top Free, Essential and New content available. Simply click on one of the tiles, and you'll be taken to the content's Store front. Install Once you have found the app or game you want to install, click on the icon to open the app info screen. This screen displays the average app score, user reviews and similar app suggestions; as well as a list of features and updates. Click the Free, Buy or Try button to install the software. 66 www.pclpublications.com


4
Top Apps
Scrolling down through the Store will reveal the most popular, Top Free, Essential and New content available. Simply click on one of the tiles, and you'll be taken to the content's Store front.
Essential apps
5
Install
Once you have found the app or

Exploring the Microsoft Store Featured Offers Periodically, the Store will feature offers for its users. This could bea free 30 day trial, or other download offers. Click on the link to read more about the offer and then follow the instructions to take advantage of it. 2) Search If you're looking for something specific, then rather than trawling through the categories, use the Search function to find it, and other apps and content relating to it. The Windows 11 Store search is much faster than previous versions. Profile Clicking your name in the upper-right of the Store window will display the profile you're logged in as. From here you can setup payment methods, redeem gift cards and manage Windows computers under your Microsoft login. ROB Save on oi A , a apps X on WY ; pest selling games Microsoft 36! | > See details > See details See All You can click the See All links throughout the Microsoft Store to reveal all the apps under a general : sic and Podcasts Spotity = Music i iTunes category, or simply all the ones free (§) asxies " currently available with a special foie" offer, for example. Drilling down a 354 Utes 61008 further can often yield some great Pe > | apps and bargains. Free % 26* App Information Featured apps will also scroll horizontally across the screen, depending on what's currently trending, or based on apps you've searched for or installed previously. Some contain videos, so be sure to click on them for more information when they appear. www.pclpublications.com 67

Exploring the Microsoft Store

7 **Search**

If you're looking for something specific, then rather than trawling through the categories, use the Search function to find it, and other apps and content relating to it. The Windows 11 Store search is much faster than previous versions.

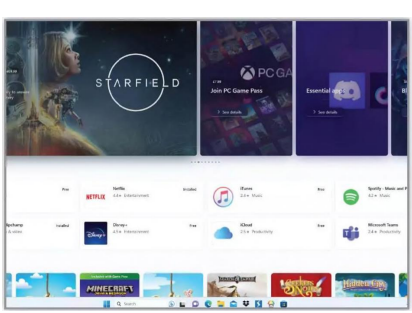
8 **Profile**

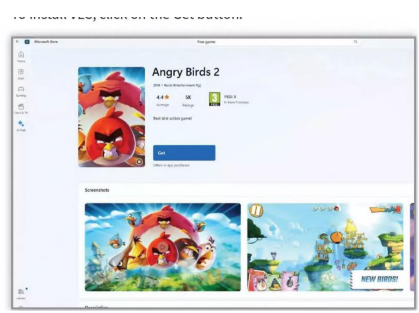
Clicking your name in the upper-right of the Store window will display the profile you're logged in as. From here you can setup payment methods, redeem gift cards and manage Windows computers under your Microsoft login.

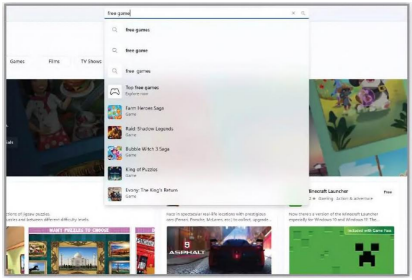
9 **See All**

You can click the See All links throughout the Microsoft Store to reveal all the apps under a general category, or simply all the ones currently available with a special offer, for example. Drilling down further can often yield some great apps and bargains.

How to use the Windows App Store The Windows App Store has been updated, and given a new look fresh for Windows 11. It's now designed to be more efficient and easier to get to the apps you want; and those that are trending or highlighted by Microsoft. Go Shopping With more content, and more to explore, there's a lot to cover in the Windows 11 App Store. Here's how it works, and some of the highlights. The Windows App Store is located, by default, Step] fiw eet within the new taskbar. It's easy to identify, it's the carrier bag icon with the Microsoft logo. Click it, and as long as you're signed into a valid Microsoft account, it will launch with the latest trending and highlighted apps displayed. (er) | Let's run through locating and installing an app from the App Store. In the Search box, located at the top of the Store window, enter: VLC. In case, you're wondering, VLC is a free, cross-platform media player. In the Search bar, there will be a number of returned results, click the VLC UWP entry with the traffic cone icon. Cay Reetiee games farm Heroes Sage ie) aid: Shadow Legends « Bubble Witch 3 Sage =| ing of Puzzies e Evony: The King's Return 68 www.pclpublications.com Every app in the App Store will behave in the same manner: there will be screen shots of the app along the top, a short description, rating and reviews from other users, and in the left-hand pane you will find a brief summary of the app. Also, in the left-hand pane, is a Get button. To install VLC, click on the Get button. Angry Birds 2 Step 4 The information below the Get button will change, displaying the amount of time left to download through the number of megabytes (or more) remaining from the total. When it's downloaded, there'll be a brief installation display, and when that's done the button will change to read, Open. Angry Birds 2 2019 * Rovio Entertainment Oyj 44% 5K Average Ratings Downloading...

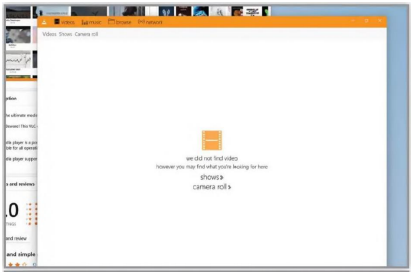


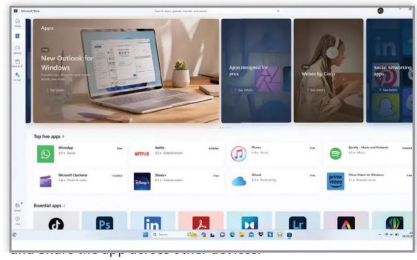


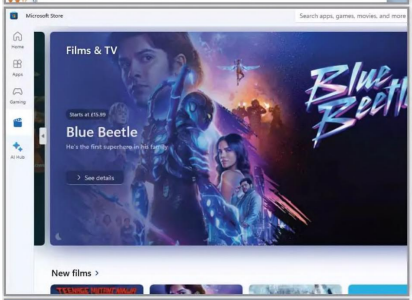

free games
free games
free games
free games
Games
Films
TV Shows
Top free games
Explore now
Farm Heroes Saga
Game
Raid: Shadow Legends
Game
Bubble Witch 3 Saga
Game
King of Puzzles
Game
Evony: The King's Return
Game
Minecraft Launcher
Free
2 • Gaming · Action & adventure
ASPHALT
Included with Game Pass

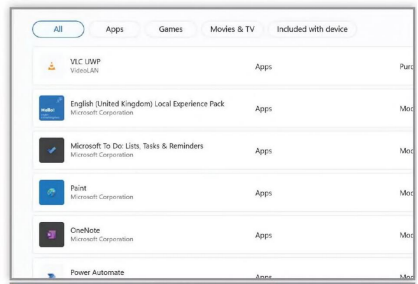
Angry Birds 2
2019 • Rovio Entertainment Oyj
4.4
Average
5K
Ratings
3
PEGI
PEGI 3
In-Game Purchases
Best bird action game!
Downloading...

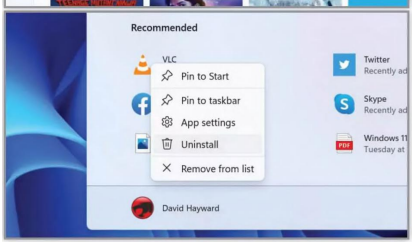
Click on the Open button and the app will launch. This will work for most, if not all the available apps on the App Store. Some may require further steps, such as signing into a third-party account - the Twitter app, for example, requires you to have a Twitter account. camera roll > Sadly, you can't remove an app via the App Store. To remove an App Store installed app, locate it within the taskbar Start button, right-click the app, and select Uninstall from the list. This will remove the app, and any associated elements that were installed by the App Store. Anything you've added outside the App Store may remain, however. Recommended a Twitter XP Pin to Start Recently ad G x? Pin to taskbar 8 App settings a) TW Uninstall Skype Recently ad Windows 11) Tuesday at X_ Remove from list nm David Hayward Step 7 You'll notice that down the left-hand panel of the App Store Home screen, are a number of category icons: Home, Apps, Gaming, Films & TV; and further down the screen, Library and Help. The Home button will return you to the main Home screen, click the Apps button next. BI Microsoft store Films & TV / | | reper . Blue Beetle ! cu, New films > How to use the Windows App Store The App category simply removes the Gaming and Films & TV entries in the Home screen, to help you find what you're looking for without unnecessary content getting in the way. Scrolling down through the Apps section reveals best selling apps, collections, and specific apps such as productivity, photo and video editing and so on. New Outlook for: Windows = Sey Ma ete — | ower ih | le ee oe * Essential apps o ff FA fm © ma Se eaeocesavivea The Gaming category does the same, but removes the other apps and retains all the apps relating to games. Again, you can scroll down to reveal top free games, highest rated, top paid, and special deals that may be currently running on the App Store. Films & TV is identical in behaviour, but displays the latest titles to rent or buy. The Library section will detail all the apps you currently have installed on your Windows 11 system. These can be further broken down into Apps, Games and Movies & TV; as well as the apps that are included in Windows 11 by default. You can also check for any app updates, and Share the app across other devices. Movies & TV Included with device English (United Kingdom) Local Experience Pack Microsoft Corporation Microsoft To Do: Lists, Tasks & Reminders Microsoft Corporation Paint Microsoft Corparation OneNote Microsoft Corporation Power Automate

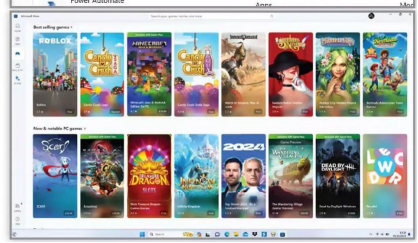

we did not find video
however you may find what you're looking for here:
shows
camera roll


Apps
New Outlook for Windows

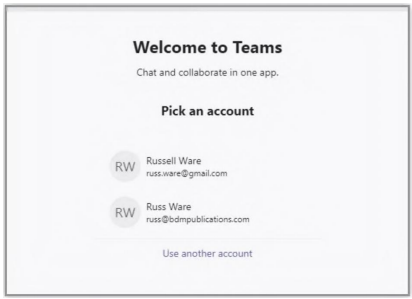

Microsoft Store
Search apps, games, movies, and more
Films & TV
Blue Beetle
See details
New films

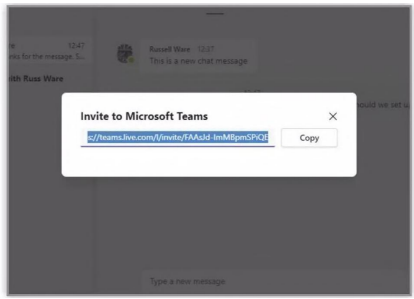

All
Apps
Games
Movies & TV
Included with device
VLC UWP
VideoLAN
English (United Kingdom) Local Experience Pack
Microsoft Corporation
Microsoft To Do: Lists, Tasks & Reminders
Microsoft Corporation
Paint
Microsoft Corporation
OneNote
Microsoft Corporation
Power Automate


Recommended
VLC
Pin to Start
Pin to taskbar
App settings
Uninstall
Remove from list
David Hayward
Twitter
Skype

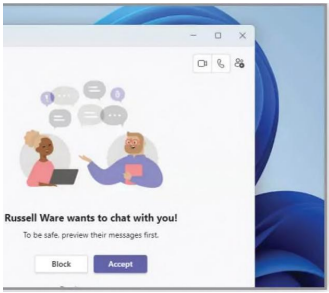

ROBLOX

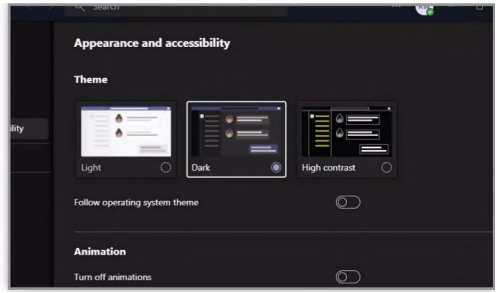
How to Use Teams Chat Online meetings have been a big thing recently, so the addition of Microsoft Teams to Windows 11 makes sense. You'll need a Microsoft Teams account set up to use the chat and video meeting tools, but once you have, remote working becomes a whole lot easier. Setting Up the Teams App Getting started with Microsoft Teams on Windows 11 is relatively easy if you have a Teams account already set up, which we assume you do if you are trying to use this app. Click the Teams Chat icon in the taskbar, or open the Teams app in the main apps list. If your Microsoft account email matches the one you use when setting up your Teams account, the app should automatically detect it, and log you in to the app after a few moments. hy — ; Get all your recent chats at your fingertips Let's get you set up and ready to use Microsoft Teams. If the app doesn't recognise your email address, it will open the Teams login screen. Here you can choose an account to sign in to (if any are displayed), or you can pick another account. If you have yet to set up an account, you can use the link at the bottom and set one up in the browser. Welcome to Teams Chat and collaborate in one app. Pick an account Russell Ware russ.ware@gmail.com Russ Ware russ@bdmpublications.com Use another account 70 www.pclpublications.com Once signed in to your Teams account, the main app window will open. If you automatically signed in by clicking the Chat icon (step 1), you can access the Teams app by clicking the "Open Microsoft Teams" link at the bottom of the chat pop-up window on the taskbar. Chat Start a new private conversation Welcome to Teams! Here are some things to get you going, og So oe Pa ora rt a Start a group Get the Teams mobile app Stay connected across all your devices by downloading the Teams mobile app, Get the mobile app & Invite to Teams You can invite people to Teams using the button on the left sidebar. Clicking this will create a link that you can send to anyone you want to join Teams. You can invite people to chat by clicking the "Start a chat" button, then entering a name (if in your contacts), email address (anyone) or phone number. Invite to Microsoft Teams s://teamsJive.com/l/invite/FAAsId-ImMBpmSPiQH


Welcome to Teams
Chat and collaborate in one app.
Pick an account
RW
Russell Ware
russ.ware@gmail.com
RW
Russ Ware
russ@bdmpublications.com
Use another account


Russell Ware 12:37
This is a new chat message
Invite to Microsoft Teams
Copy
Type a new message

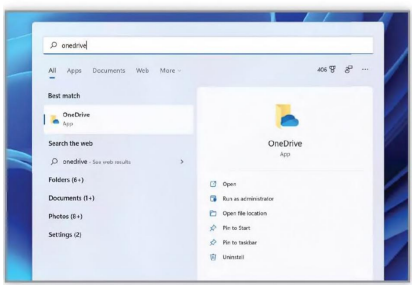
Meet and Chat in Teams With Teams set up, you can now easily start or join meetings, or chat with others who are also using Microsoft Teams. Either from the main app or by using the taskbar tool. To begin a chat, click the Teams Chat icon in the taskbar. From the pop-up window, click on the Chat button. In the new window that opens, enter a contact name, email address or phone number. Type your message and that person will receive a notification telling them you want to start a chat. i -) a "EW > «@ You're starting a new conversation Your messages, and the replies, are shown in the conversation window. You can attach and send files via the chat by clicking the paper clip icon. If you want to switch from a text chat to an audio or video call, click either of the buttons at the top-right of the chat window. If you receive a chat request, you will see a notification in the main Notification center (Action center), and a badge will appear on the chat icon in the taskbar. You can choose to accept or reject the chat request. If you accept, the message will appear and you can start chatting. To start a meeting, click the Meet button. Give your meeting a name, and you will then be shown several ways to invite people. These include a link you can send, via Outlook Calendar, Google calendar or email. Once shared, you can start the meeting and wait for others to join. Invite people to join you Copy meeting link Share via Outlook Calendar Share via Google Calendar Share via default email Once you are in the meeting you have controls to enable/disable the microphone, enable/disable the camera or set a background blur, etc. To leave a meeting, you just have to click the red Hang up button. If the meeting host ends the meeting, you will automatically be hung up from everyone. You can change the look of the Teams app and Teams Chat in the app settings. Under Appearance &Accessibility, choose from light, dark or high contrast themes. You can also choose to turn off animations, select the app language and change how you are notified of new chats and meetings. Appearance and accessibility Theme Follow operating system theme Animation Tum off animations www.pelpublications.com 71

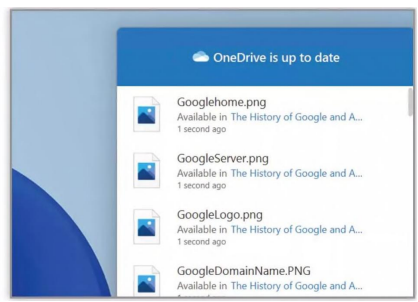

Russell Ware wants to chat with you!
To be safe, preview their messages first.
Block
Accept


Appearance and accessibility
Theme
Light
Dark
High contrast
Follow operating system theme
Animation
Turn off animations

Using OneDrive Cloud Storage Microsoft's OneDrive has vastly improved over the years. Where once it was a simple backup and online storage solution, today it's now a connected collaborative service, with many excellent features. All of which make it one of the best cloud services available. Silver Linings Here's a quick guide on how to get the best from your OneDrive service, and how to ensure that your important data is always backed up and safely stored within that voluminous online cloud. You can check to see if you have Microsoft's OneDrive already loaded on your Windows 11 computer by clicking in the notification area in the bottom-right of the desktop. You're looking for a cloud icon. If it's not there, simply click the Windows Start button and type 'OneDrive' Click the OneDrive app that appears in the list. 2D onedrive| All Apps Decuments Web More Best match |™ OneDrive App. Search the web PD. onedrive - soo wob rosults Folders (6+) Documents (1+) Run as administrator Photos (8+) Open file location Pin to Start Settings (2) Pin to taskbar fi] Uninstall You may be asked to sign in with your Microsoft account, follow the instructions, and you'll notice that the cloud icon in the notification area may have an extra icon over it to indicate it's synchronising with your computer and OneDrive. If you click it, you'll notice a flurry of activity, this is because OneDrive is automatically backing up your files. (.) OneDrive is updating files... Processing 10,284 changes Ultimate Series - Raspberry Pi The ... Available in Hi Res Pages 1 second ago How Can a VPN Improve Windows ... Available in 27 How can a VPN Improve ... 1 second ago Ultimate Series - Raspberry Pi The ... Available in Hi Res Pages 1 second ago 72 www.pclpublications.com When your current files on your computer have been backed up, a OneDrive notification will inform you that OneDrive is up to date. This will also list the files that have been synced across from your PC to your OneDrive area in the cloud. You can scroll though the list to view the files synced. @ OneDrive is up to date Googlehome.png Available in The History of Google and A... 1 second ago GoogleServer.png Available in The History of Google and A... 1 second ago GoogleLogo.png Available in The History of Google and A... 1 second ago GoogleDomainName.PNG Available in The History of Google and A... Right-click the OneDrive cloud icon in the notification area. This will bring up a menu; click on the Settings option within the

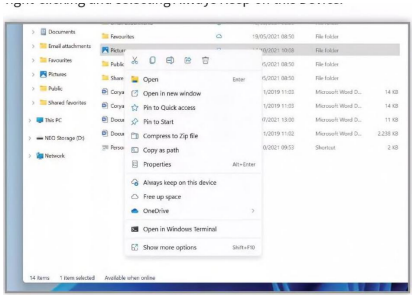
menu. The OneDrive Settings menu is divided into several tabs. To begin with, ensure that in the Settings tab, the first option, Start OneDrive automatically when | sign into Windows, is ticked. Otherwise, your auto-backups are pointless. @ Microsoft OneDrive Settings Account Back up Network Office About General @ Automatically pause sync when this device is on a metered network Notifications @ When others share with me or edit my shared items @ When a large number of files are deleted in the cloud @ Before many files that I deleted on my PC are removed from the cloud @ when sync pauses automatically @ When OneDrive suggests a new collection of my photos and videos Files On-Demand



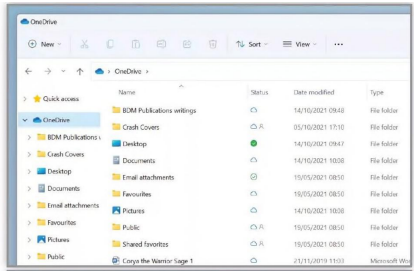

OneDrive is up to date
Googlehome.png
Available in The History of Google and A...
1 second ago
GoogleServer.png
Available in The History of Google and A...
1 second ago
GoogleLogo.png
Available in The History of Google and A...
1 second ago
GoogleDomainName.PNG
Available in The History of Google and A...

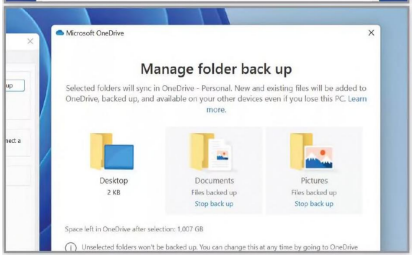
In the Account tab, you can choose to Unlink the PC with the OneDrive account, Add another Microsoft OneDrive account (such as your work account), and Choose which folders will be available on the PC in your personal OneDrive File Explorer area. @ Microsoft OneDrive Settings Account Back up Network Office About OneDrive Add an account 21.7 GB of 1,029 GB cloud storage used Manage storage Unlink this PC Privacy Settings Choose folders Folders you choose will be available on this PC. Choose folders Personal Vault For security, your Personal Vault automatically locks when you're not actively using it. Lock Personal Vault after: 20 Minutes > In the Backup Tab, click the Manage Back Up button. These are the default, important folders on your PC that will automatically be backed up by OneDrive. You can de-select these folders whenever you want, but they won't be available to other Windows or Microsoft devices when you login to them. ® Microsoft OneDrive Manage folder back up Selected folders will sync in OneDrive - Personal. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more. Desktop Documents 2KB Files backed up Stop back up Pictures Files backed up Stop back up Unselected folders won't be backed up. You can change this at any time by going to OneDrive If you close the OneDrive Settings window, and now open File Explorer, you'll notice a new section in the left-hand pane: OneDrive. This is where you can work with your online files from your PC. They'll only be available on demand, but can be made available permanently by right-clicking and selecting Always Keep on this Device. & Documents & 3S Favourites Email attachments 3 FA Picture ma pubie % "q20e3 10-08 1 Favourites og 2 — FR Pictures TE Shore GH Open > Public @ con ia} Open in new window > Tl Shared favorites B coya p> Pin to Quick access this Pc 8) Doc > Pin to Start ®& Doan a% = NEO Storage (D) Compress to Zip file = Persox Copy as path > Hig Network Properties Alt + Enter Always keep on this device Free up space OneDrive a 8 CoO @ Open in Windows Terminal B Show more options Shin- = F10 iditems 1 item selected Available when online Using OneDrive Cloud Storage Siaisie 'fyouneed to ensure that any file or folder is to be backed up to OneDrive, they must exist in either the main Documents, Pictures or Desktop folders within your user area, or be copied to the OneDrive folder. This will make sure

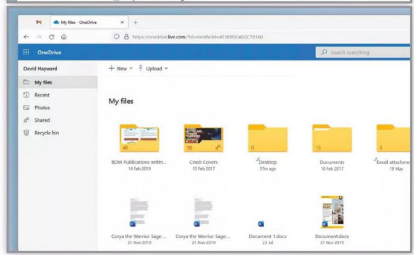
they’re synchronised with your online OneDrive storage area. ~ 4s @> OneDrive > Pa Name Date modified Type Quick access ‘NS BDM Publications writings 14/10/2021 09:48 File folder ¥ @ OneDrive TE Crash Covers File folder > TNEBDM Publications \ Desktop 05/10/2021 17:10 14/10/2021 02:47 File folder > 1 Crash Covers & Documents 14/10/2021 10:08 File folder Wy Desktop NY Email attachments 19/05/2021 0850 File folder @ Documents a 3S Favourites 19/05/2021 0850 File folder ‘DE Email attachments Bi Pictures File folder ‘BB Public 14/10/2021 10:08 > TB Favourit ‘TS Favourites 19/05/2021 0&S0 > PR Pictures 1D Shared favorites 19/05/2021 08:50 File folder G@ Corya the Warrior Sag 21/11/2019 11:03 Microsoft Wof ‘™ Public Step 9 If you again right-click the OneDrive cloud icon in the notification area, and select the View Online option, a web browser window will open and take you directly to your OneDrive storage area in the cloud. This area is available from any device that’s connected to the Internet. + New ~ 7% uplosd » i i My files >» 2 OD ‘60m Public itn fet 10 Feb 2017 Crash Covers From within the online OneDrive view, you can create files and folders, view image galleries, move, copy, rename, upload, and most importantly, share any of the content with others. Everything can be done via the top menu bar, or by right-clicking each of the files or folders within your area. Download Delete = Suda Move to aN Copy to Rename Add to album Edit tags Rotate BH Embed Version history www.pcelpublications.com 73



Microsoft OneDrive
Settings Account Back up Network Office About
OneDrive
21.7 GB of 1,029 GB cloud storage used
Add an account
Manage storage Unlink this PC Privacy Settings
Choose folders
Folders you choose will be available on this PC.
Choose folders
Personal Vault
For security, your Personal Vault automatically locks when you're not actively using it. Lock Personal Vault after:
20 Minutes

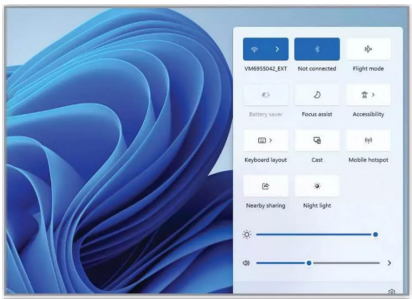

OneDrive
New
Sort
View
OneDrive
Quick access
OneDrive
BDM Publications
Crash Covers
Desktop
Documents
Email attachments
Favourites
Pictures
Public
Shared favorites
Corya the Warrior Sage 1
Name
Status
Date modified
Type

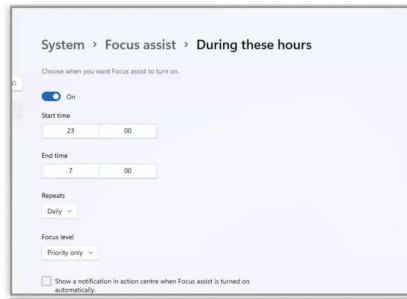

Microsoft OneDrive
Manage folder back up
Selected folders will sync in OneDrive - Personal. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.
Desktop
2 KB
Documents
Files backed up
Stop back up
Pictures
Files backed up
Stop back up
Space left in OneDrive after selection: 1,007 GB
Unselected folders won't be backed up. You can change this at any time by going to OneDrive

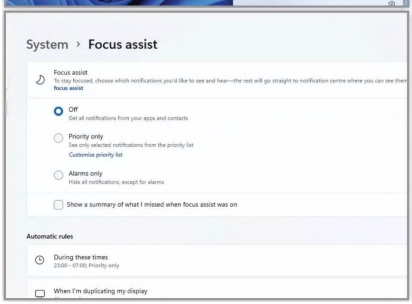

OneDrive
David Hayward
My files
Recent
Photos
Shared
Recycle bin
New
Upload
My files

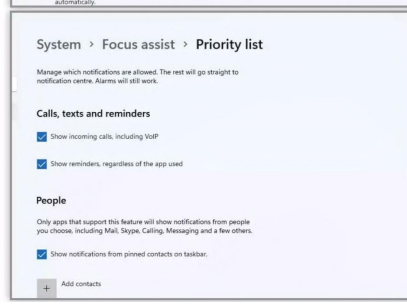
Using the Focus Assist Tool Focus Assist allows you to create distraction-free periods by blocking alerts, notifications and other sounds. Turn on Focus Assist to stop distractions like social media or alternatively set it to turn on automatically at certain times during the day. Blocking Notifications Choose which notifications you want to see and hear. The remainder of your alerts will go into the Action Center so you can see them at a more convenient time. You can easily activate Focus Assist using the quick actions panel in the Action Center. The default setting is Off. Click the Quick action button once to allow priority notifications only, click it a second time to allow alarms only. Click the button a third time to turn Focus Assist off again. i) VM6955042.EXT Not connected —_—Flight mode ‘ Pa) > Focus assist Accessibility @> a Oo Keyboard layout Cast Mobile hotspot e ® Nearby sharing Night light You can also turn Focus Assist on or off in the main settings (settings > system > focus assist). Once there, you can also set up your automatic rules and customise your priority list. You can set automatic rules based on times, when you are duplicating your display or when playing a game. System > Focus assist Focus assist To stay focused, choose which notifications you'd like to see and hear—the rest will go straight to notification centre where you can see ther focus assist oO oF Get al notifications from your apps and contacts >) Priority only See or ted notifications from the priority list Customise priority lst) Alarms only Hide all notifications, except for alarms —_} Show a summary of what | missed when focus assist was on Automatic rules © _ During these times 23:00 - 07:00; Priority only (J) When I'm duplicating my display 74 ~~ www.pclpublications.com To set an automatic rule by time, click on the option and then click the slider to On. You will now see menus to set start time, end time and whether to repeat the rule daily, just on weekdays or just on weekends. The focus level lets you choose if this applies to priority notifications or alarms. System > Focus assist » During these hours Choose when you want Focus assist to turn on, @ = Start time 23 End time z Repeats Daily Focus level Priority only ~ Show a notification in action centre when Focus assist is turned on Step 4 If setting Focus Assist to priority, you can set a priority list by clicking ‘Customise your list: Here you can add or remove specific apps, people or Windows 10 features that notify you. When you turn off Focus Assist (manually or automatically),

asummary of missed notifications can be shown. System > Focus assist > Priority list Manage which notifications are allowed, The rest will go straight to notification centre. Alarms will still work. Calls, texts and reminders [J Show incoming calls, including VoIP [@ Show reminders, regardless of the app used People Only apps that support this feature will show notifications from people you choose, including Mail, Skype, Calling, Messaging and a few others. [J Show notifications from pinned contacts on taskbar. Add contacts +



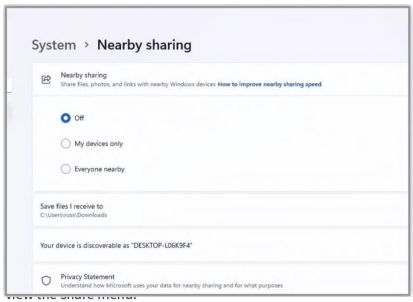


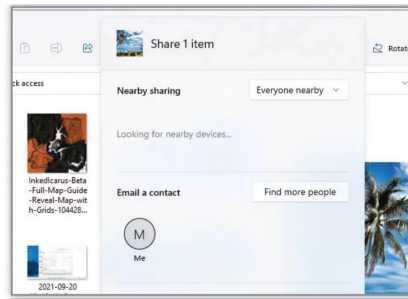

System › Focus assist
Focus assist
Off
Get all notifications from your apps and contacts
Priority only
Customise priority list
Alarms only
Hide all notifications, except for alarms
Show a summary of what I missed when focus assist was on
Automatic rules
During these times
When I'm duplicating my display

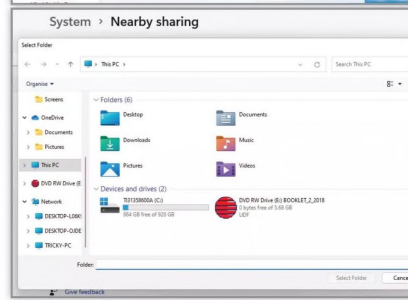

System › Focus assist › Priority list
Manage which notifications are allowed. The rest will go straight to notification centre. Alarms will still work.
Calls, texts and reminders
Show incoming calls, including VoIP
Show reminders, regardless of the app used
People
Only apps that support this feature will show notifications from people you choose, including Mail, Skype, Calling, Messaging and a few others.
Show notifications from pinned contacts on taskbar.
Add contacts

Focus Assist - Sharing Sharing to Nearby Devices Nearby Sharing lets you share your videos, photos, documents and websites with people and devices close by, over Bluetooth or Wi-Fi. Useful if, for example, you're in a meeting with colleagues and need to quickly send them a report you're looking at on your screen. Nearby Sharing Share your files quickly with Nearby Sharing: your computer automatically picks the fastest way to share your file or webpage, either over Bluetooth or Wi-Fi. Step 1 To enable Nearby Sharing, open Settings and Step 3 If there is a nearby device available, it will be shown click on System. Now click on Shared experiences in the share menu that pops up. You will need to and turn on the Nearby Sharing option. You may be asked to sign — knowthe name of the device you want to share to. Once you select in, or confirm sign in, if you have several accounts associated with _ the device, the other user will see a notification asking them to accept your computer (Microsoft account, email account, etc.). the transfer. This will time out in a few seconds if not accepted. System >» Nearby sharing Ke Share 1 item B Nearby sharing Share files, photos, and links with nearby Windows devices How to improve nearby sharing speed Nearby sharing Everyone nearby ~ O of Looking for nearby devices My devices only Everyone nearby Inkedicarus-Beta -Full-Map-Guide Email a contact Find more people -Reveal-Map-wit h-Grids-104428., Your device is discoverable as "DESKTOP-LO6K9F4" 2 (™) Save files | receive to Me O Privacy Statement M Understand how Microsoft uses your data for nearby sharing and for what purposes 2021-09-20 Step 2 You can also activate Nearby Sharing from the Step 4 By default, transfers will be stored in the quick actions menu in the Action Center. You Downloads folder but you can specify another can send any video, photo, document or webpage viewed on folder or another drive very easily. Open settings and click on Microsoft Edge to people or devices nearby by clicking on the system > shared experiences. Under 'Nearby Sharing', look for the share icon in the top right corner of the app or right-clicking to 'Save files | receive to' option and click the Change button. view the share menu. System » Nearby sharing Select Folder Folders (6) . =» (dig Ondibes | Desktop g Documents > @B Documents Downloads Music > he Pictures ¥ Accessibility (7) ast Mobile hotspot > Gi thispc vs Pictures > | Videos >» @ DVORW Drive E Devices and drives (2) © a Network

Be 7313586008 (c) DVD RW Drive (E:) BOOKLET.2 2018 = O bytes free of 5.68 GB > Mi DESKTOP-LOGK! 864 GB free of 920 GB UDF @: Nearby sharing Night light > Mi DESKTOP-OIDE > Ml TRIcKy-pc Folder www.pcelpublications.com 75

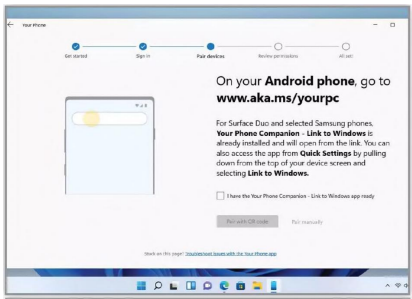

System › Nearby sharing
Nearby sharing
Share files, photos, and links with nearby Windows devices How to improve nearby sharing speed
Off
My devices only
Everyone nearby
Save files I receive to
C:\Users\rusa\Downloads
Your device is discoverable as "DESKTOP-L06K9F4"
Privacy Statement
Understand how Microsoft uses your data for nearby sharing and for what purposes

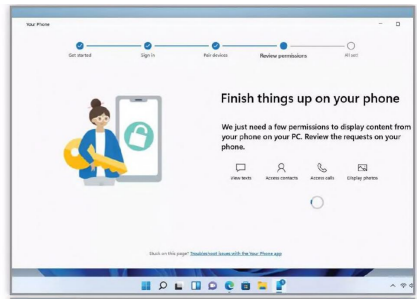


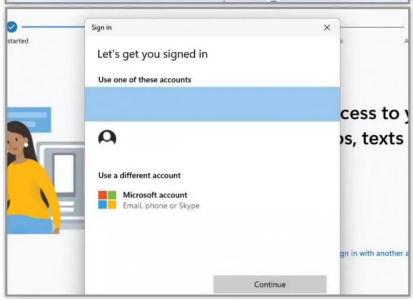


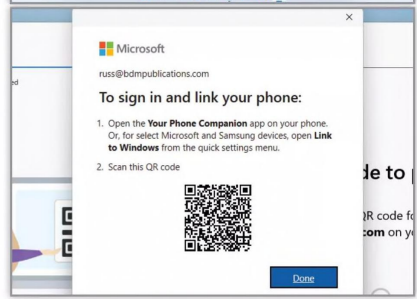
Connect Your Phone to Your PC You can connect an Android phone to both your Microsoft account and Windows 11, allowing you to view the photos on your phone from the comfort of your desktop, and even view call and SMS details on your computer as they arrive on your phone. Using the Your Phone App The setup steps for connecting a mobile device to your Windows 11 computer are the same for almost all compatible Android devices. The app offers additional features for Samsung devices. Step 1 Open the main app list from the Start menu and look for “Your Phone”. Click the app and then click the “Get Started” button on the screen that opens. You will need to sign in with the same Microsoft account on both the PC and the companion app on your phone. Select/sign in to that account next. Sign in Let's get you signed in Use one of these accounts cess to ys, texts Use a different account Microsoft account HEEB Email, phone or Skype §n in with another a On your Android phone, open a browser window and go to www.aka.ms/yourpc. You may already have an app installed that can link to windows called Your Phone Companion (on Samsung, open the Quick settings and look for “Link to Windows”). If so, open the app and follow the instructions. On your Android phone, go to www.aka.ms/yourpe For Surface Duo and selected Samsung phones, Your Phone Companion - Link to Windows is already installed and will open from the link. You can also access the app from Quick Settings by pulling down from the top of your device screen and selecting Link to Windows. [_] thave the Your Phone Companion - Link to Windows app ready Deir with Oi code Boe gdoeassi 76 www.pclpublications.com Step 3 When asked, click “Pair with QR code” in the Your Phone app on your computer. A QR code will be created and appear on screen. On your phone, click Continue and a QR code reader screen will open. Use this to read the QR code on your computer screen. After a few seconds the two devices should link. BE Microsoft russ@bdmpublications.com To sign in and link your phone: 1. Open the Your Phone Companion app on your phone. Or, for select Microsoft and Samsung devices, open Link to Windows from the quick settings menu. 2. Scan this QR code You will need to give the app permission to access certain things on your phone. These include contacts, calls, photos and media, and SMS messages. You can refuse any of these individual permissions and the Your phone app will still work, just without access to that

feature. Finish things up on your phone We just need a few permissions to display content from your phone on your PC, Review the requests on your phone. on A & =) Veewters accesscontacts Access-calls splay photos Hounmdoess P


On your Android phone, go to www.aka.ms/yourpc
For Surface Duo and selected Samsung phones, Your Phone Companion - Link to Windows is already installed and will open from the link. You can also access the app from Quick Settings by pulling down from the top of your device screen and selecting Link to Windows.
I have the Your Phone Companion - Link to Windows app ready
Pair with QR code
Pair manually

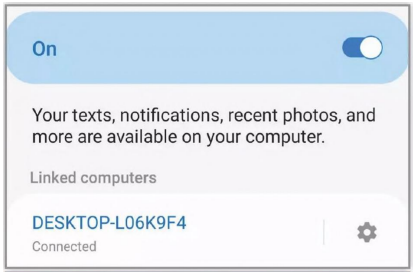

Finish things up on your phone
We just need a few permissions to display content from your phone on your PC. Review the requests on your phone.
View texts
Access contacts
Access calls
Display photos

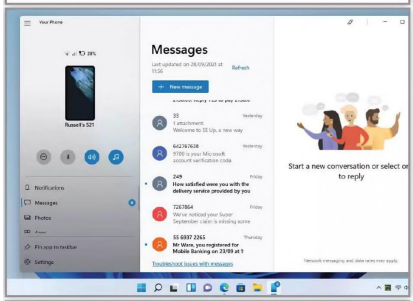


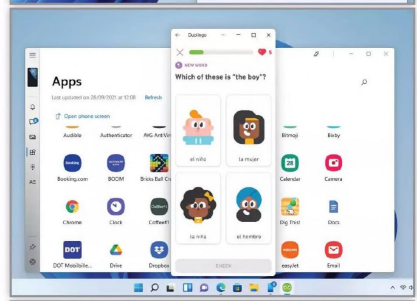

Microsoft
russ@bdmpublications.com
To sign in and link your phone:
1. Open the Your Phone Companion app on your phone. Or, for select Microsoft and Samsung devices, open Link to Windows from the quick settings menu.
2. Scan this QR code
Done

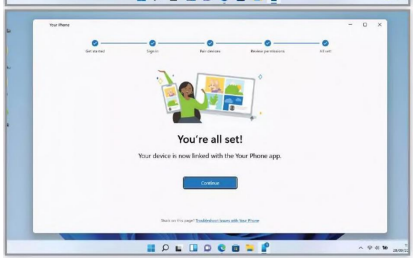
Step 5 If all is successful, you should now see your phone displayed in the Your Phone app on your computer. There is a new screen displayed on your phone, this shows the settings for the Microsoft companion app, alongside which Windows 11 computer it is connected. On (@ Your texts, notifications, recent photos, and more are available on your computer. Linked computers DESKTOP-LO6K9F4 Connected Now it's time to start using the Your Mobile app. In the left-hand sidebar are several different sections. These include Photos, Messages, Notifications and Apps. Some of these need to be set up further to begin using them, follow the on-screen instructions to do so. ˚o ˚ Peers Perea permnons NS l ——— = ; Be You're all set! Your device is now linked with the Your Phone app. BOougdoess & Click on Messages first. When asked, send a notification to your phone to ask permission to access messages (if already given, this opens the messages list). Your phone messages are now displayed, and you can click on any to read and reply. You can also create new messages from your PC. Messages Last updates on 28/09/2021 2t 56 Russell's $21 767638 Start a new conversation or select o to reply 249, Fro . @ How satisfied were you with the delivery service provided by you e@@00 °˚: ssc ee maniseae: Troubleshoot issues with messages ZourumaoesuP Connect Your Phone to Your PC Step 8 If you want to be able to see notifications from your phone on your PC screen, you need to click on Notifications and then click "Get Started". Again, you need to allow this on your phone settings. Phone notifications will pop up on your PC screen in the same place as other notifications. Notifications Clear all 2) Focus assist settings BB Your Phone Companion 12:24 v Your Phone Companion Try dismissing this on your PC via Your Phone | Tuesday 28 September September 2021 To view photos stored on your phone from the comfort of your PC, click the Photos section. Allow access as before, and then wait while the view refreshes. You can open them in the Photos app by clicking on them. You can now also delete photos on your phone from the PC app. Photos wBOng@oe@ea sz Pf You can open apps that are on your phone, on your computer. Click the apps section, then click onan app icon in the list. You will need to give permission on your phone to cast to the Windows app, but once done, the app will open on your computer screen in a phone screen shaped window. © Duslingo X= @ vewworo Which of these is "the

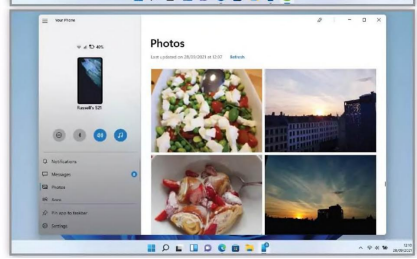
boy"? Bourdoesu Pho www.pclpublications.com 77



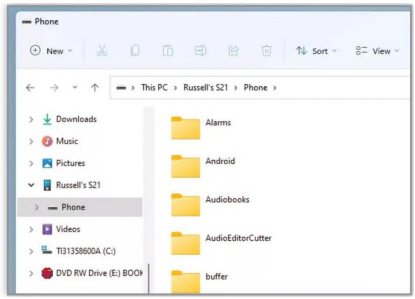




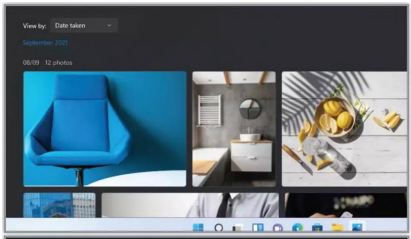


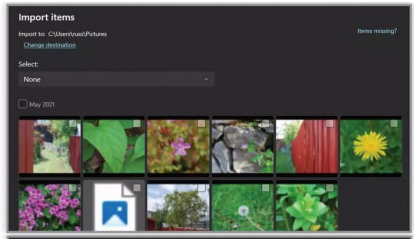


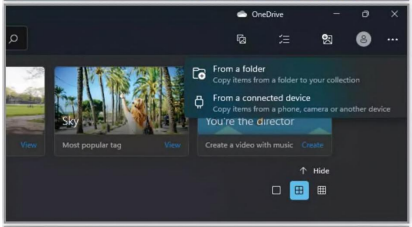
Learn How to Import Photos in Windows 11 Importing your photos to your PC may seem like a very simple task but if you have never done it before, you can encounter problems. We take a look at importing photos from your devices; using different methods and tools already included in Windows 11. Importing to a Folder The setup steps for connecting a mobile device to your Windows 11 computer are the same for almost all compatible Android devices. The app offers additional features for Samsung devices. The first thing you need to do to import photos directly from a phone or camera is to connect the relevant cable to your PC. In almost all cases, this will be a USB cable of some sort. You will have been supplied a transfer cable with the device you are using. Plug this into a free USB port. Step 2 Normally, when you first plug a device in to your computer which contains storage of some sort, Windows will ask how you want to handle the files in that storage. Scroll down the list to see 'Open in a Folder'. In some cases, Explorer will open showing the connected device. Russell's S21 Choose what to do with this device. Import photos and videos Photos Import photos and videos OneDrive Sync digital media files to this device Windows Media Player Open device to view files File Explorer Take no action 78 www.pclpublications.com Step 3 Now click on the device storage, this may be Phone and Card ona smartphone, and navigate to where the photos are stored. This will normally be in a folder called DCIM on your phone or camera. You can now simply cut and paste, or drag and drop, images to a new folder on your PC. = = Phone ® new WNL Sort S— View = = > ThisPC > Russell'sS21 > Phone > > & Downloads > @O Music > PR Pictures Alarms | Android vB Russell's S21 Audiobooks > = = Phone > [& Videos AudioEditorCutter > 'de 1313586004 (C:) > @ DVDRW Drive (E:) BOOF If you have connected your phone and PC using the Your Phone app, you can import images from your phone wirelessly. Simply open the app, click on the Photos tab and then browse to the photos you want to import. You can then choose Save as..., or copy and paste to a folder. Copy (Ctrl + C) OU copy Save as...

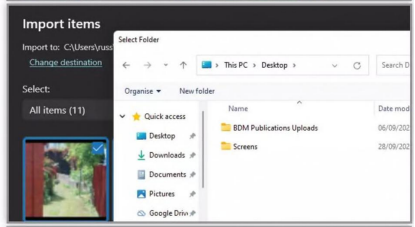

Phone
New
Sort
View
This PC › Russell's S21 › Phone ›
Downloads
Music
Pictures
Russell's S21
Phone
Videos
TI13358600A (C:)
DVD RW Drive (E:) BOOK
Alarms
Android
Audiobooks
AudioEditorCutter
buffer

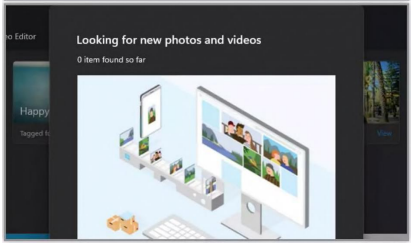
Importing to the Photos App The Photos app is a great tool for importing photos from a phone, tablet or camera. It allows you to preview and individually pick images more easily, and even sorts them. Open the Photos app on your PC. Now connect your phone or camera to your computer using the relevant USB cable. If you see the pop-up menu asking how you want to deal with the storage media you just connected, ignore it or click it closed. View by: Date taken ioe = 3 O_ as [Te a The Photos app should have opened up with the Collections screen showing. If not, click the tab at the top to open it now. Along the top of the Collections tab are your controls: Refresh, Select, Slideshow and Import. Import is the only one you need to click at this point. @ OneDrive & = From a folder Wien py items from a folder 8 From a connected device Copy items from a phone, camera or You're the director T Hide oBs The Photos app will now search for photos available to be imported. If your device is not connected properly, or the correct USB drivers are not installed, it will fail to find anything at this point. If you are transferring from a phone or tablet, you may also have to unlock the screen to continue. Looking for new photos and videos 0 item found so far By default, every image detected on your device will be selected for importing. If you want to import everything, click Continue. If not, you can use the check boxes on the images to select those you want to import; use the Clear All and Select All buttons as required. | Import items You can now choose where the imported photos will be saved. By default, this will probably be somewhere like C:\Users\YourName\Pictures. Click the ‘Change where they’re imported’ link to do just that. You can also choose to import into folders arranged by month or day. Import items Select Folder Import t rs\russ Chane ation < 4’ Gl > This PC > Desktop » Select: Organise + New folder All items (11) + Ip deh sceaze Name ‘BOM Publications Uploads Wl Desktop ‘DD Screens + Downloads #] Documents # PR Pictures Google Driv: # Click Import. Your image will now begin to appear in the Photos app window, within the Collections section. An album will also be created called Last Import. Click on one of the images shown to begin editing or enhancing it with the tools Photos offers. www.pelpublications.com

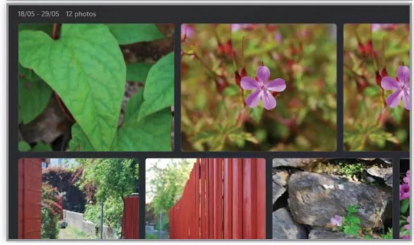

View by: Date taken
September 2021
08/09 12 photos


Import items
Import to: C:\Users\russ\Pictures
Change destination
Items missing?
Select:
None
May 2021

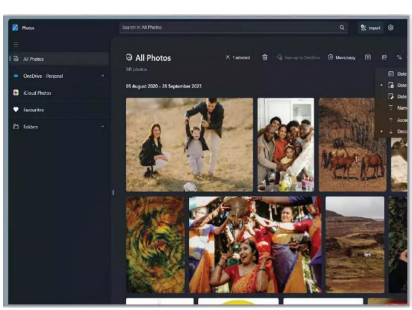

OneDrive
From a folder
Copy items from a folder to your collection
From a connected device
Copy items from a phone, camera or another device
You're the director
Most popular tag
View
Create a video with music
Create
Hide

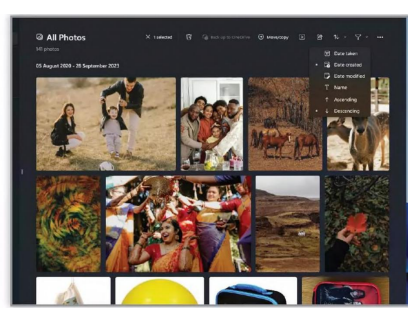

Import items
Import to: C:\Users\russ
Change destination
Select:
All items (11)
Select Folder
This PC › Desktop ›
Organise
New folder
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Name
BDM Publications Uploads
Screens


Looking for new photos and videos
0 item found so far

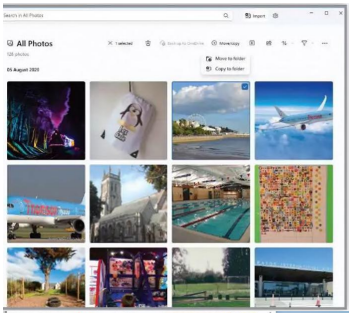

18/05 - 29/05 12 photos

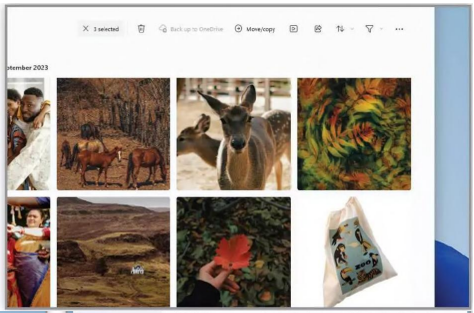
| Ps How to Manage _4@ and Edit Your Photos The Photos app was first introduced in Windows 8, but it wasn't the best experience. In Windows 11 it has been improved, even over the Windows 10 version, with better ways to browse photos and a lot more editing options to make the most of your images. Managing Your Images The Photos app has seen some useful improvements over the last few years and is actually very powerful now. It doesn't offer the flexibility of an app like Photoshop Elements, but it does simple image management well. Photos shows all of your imagesina chronologically displayed timeline of images (All Photos), with some automatically created collections (Memories) and further options below it. You can click on any image to get a full-window view of it, allowing you to view, adjust and edit it. Along the top of the full image view is a toolbar. This contains zoom and rotate buttons, an edit image button and draw button, as well as delete, add to favourites, file information, save as, resize and several more. You can click the Back arrow in the top left corner to return to the main image list. 80 www.pclpublications.com You can manage the main image view All Photos in several ways. The View by menu lets you switch between sorting images by date taken or recently added. On the opposite side of the screen are the view controls, changing between large view, medium view and small thumbnail view. @ All Photos 05 August 2020 - 28 September 2023, The Folders, accessed by clicking the tab at the left of the main window, enables you to creates groups of photos based on your specific criteria. For example, images that have been drawn on with Windows Ink, or images that have been tagged as favourites. robles © Folders

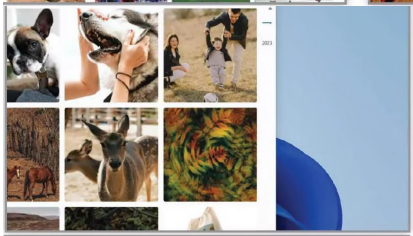


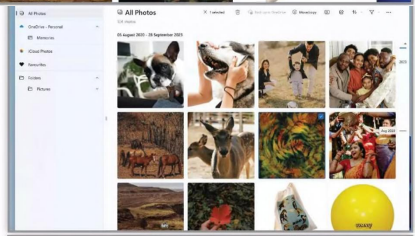


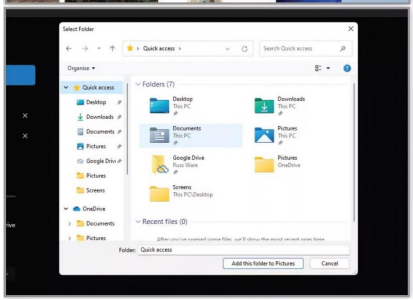
You can create your own folders by clicking the : The selected feature, found in the menu at the top “Move/copy” button. You can then select any right, enables you to select individual or multiple images in the Photos app you want to add. With alloftheimages images. You’ll see the top menu bar changes, and each image has a you want selected, click the Create button and the folder will be tick box appear on it. Click them to choose the images you want. You shown in the left panel. You can then rename the folder. can then use the tools at the top (share, copy, add to and delete, etc.). & All Photos The Timeline option is another automatically- The final option on the Photos home screen is created section, that builds collections of images Slideshow. This allows you to make videos made based on the date they were created. As you begin to add new photos, _up of multiple images or video clips in your collections. It isn’t the Timeline automatically places them and then sorts those images by most powerful video editing tool, but it enables you to create the differing dates they were created based on metadata. simple videos with music. — " Lead amen a 1 saree @ All Photos wins Sonron OD BW (05 gust 2020-28 September 2023 You can choose where Photos should look for An I To begin making a slideshow video, you first need to images in the app Settings. Your own Pictures select the images you wish to be added to the folder, plus the OneDrive Pictures folder, are automatically included Slideshow itself by tagging the tick box on each one. Now simply click (if you have OneDrive set up), but you can change this if you store the ‘Start Slideshow’ icon, top right. Then add music by clicking the your images somewhere else; perhaps on an external hard drive. musical note icon on the pop-up controller, by clicking on screen. 7 Select Folder ® > Quick access Organise YW Quick access Wil Desktop 4 Downloads Documents Documents E k Google Drive a Pictures - Screens Folder: Quick access Add this folder to Pictures, www.pelpublications.com 81

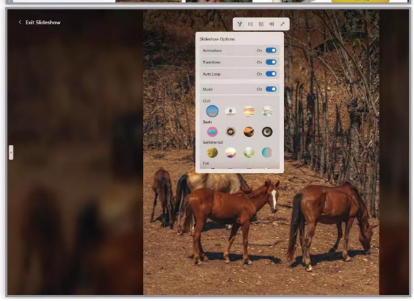

All Photos
Move to folder
Copy to folder


3 selected
Back up to OneDrive
Move/copy

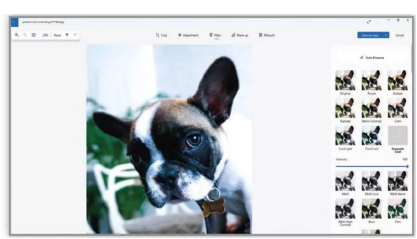


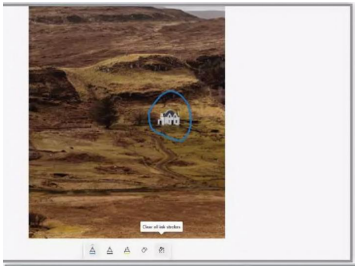

All Photos

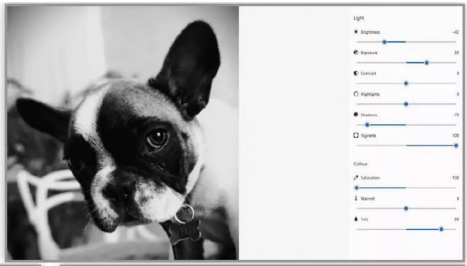

Select Folder
Quick access
Search Quick access
Organize
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
Folders (7)
Desktop
This PC
Downloads
This PC
Documents
This PC
Pictures
This PC
Google Drive
Russ Ware
Pictures
OneDrive
Screens
This PC\Desktop
Recent files (0)
Folder: Quick access
Add this folder to Pictures
Cancel

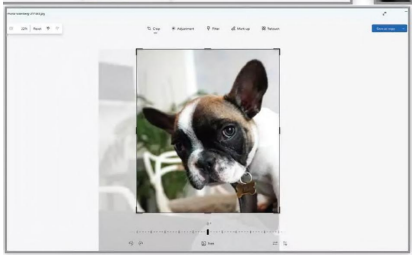

Exit Slideshow

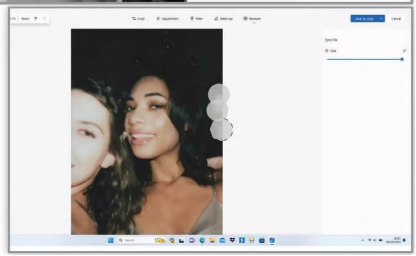
How to Manage and Edit Your Photos continued... Editing Images and Videos in Photos The editing tool in Photos may look deceptively simple, but while this is not for the professional, you do have a good selection of tools to make your images look better. Step 1 Double-click an image to open it in Photos. Along Step 4 Moving back to the edit section, at the top of the the top of the image are several buttons; click toolbar is the Filter button. Click this to enable the the Edit button. You see a new window and set of buttons and application to Auto Enhance the image itself. Alternatively, you can controls appear at the top. With all the edits shown here, ensure apply one of the filters from the listings on the left panel yourself by to save each as a copy to retain the original. selecting it. You can also increase the intensity of the filter here. From left to right, these buttons allow you to Crop, You can, of course, apply specific enhancements Adjustment, Filter, Mark Up and Retouch your yourself using the Adjustment option. Using the images. If you click on Mark-up you can access a selection of options at _ sliders you can edit core areas of your image. You will see the the bottom of the page. Make your choice and markupyourimageas changes applied to your image directly to the image in real time. you require. You can also delete your last mark - or all of them - too. Hit the Reset button in the top-right to undo your changes. Open a new image in Photos and click on the Moving on to the Re-Touch tool, click this and the Step 3 Edit button at the top of the screen. Note; the Step 6 cursor changes to a white circle, the size of which image is shrunk down slightly to fit the editing can be adjusted on the left. Place this over the part screen. Now select Crop. With this tool you can adjust the focus of the image you want to remove and click. The app matches what's area of an image, using the sliding bars on all four edges. under the spot to the scenery or colour around it, removing it. SeQeOeCuevnhcad 82 www.pclpublications.com



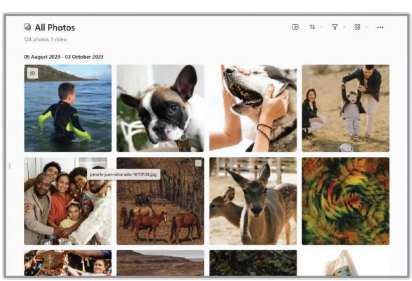

Clear all ink strokes

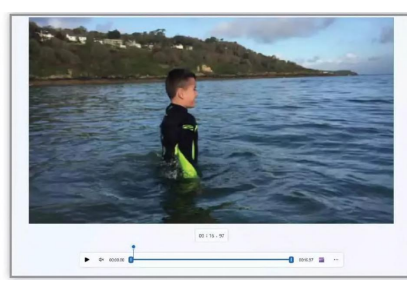

Light
Brightness
Exposure
Contrast
Highlights
Shadows
Vignette
Colour
Saturation
Warmth
Tint

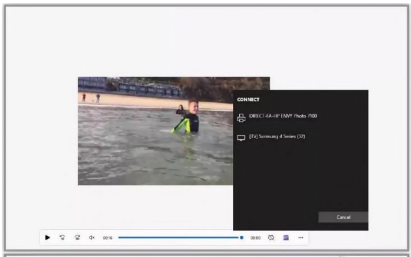


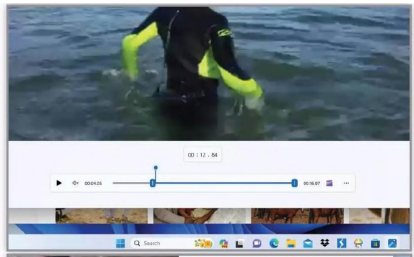


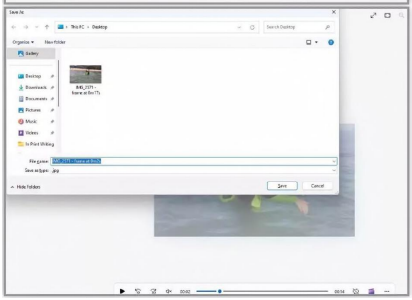
Moving to Video Editing, things get a lot more in-depth. For this guide we're going to show you the must-know basics on how to create your own mini movie. Click on any video you can access via the Photos app to open it. NOTE: videos are shown with a film strip icon on the top-left commer. & All Photos 124 photos. 1 vide 05 August 2020 - 03 October 2023 Steps | Your video now autoplays in a new window. You can view the video clip in this window, using the controls displayed at the bottom of the window. You can also access further controls using the More link. These include Cast to Device, enabling you to view the video on a networked device. CONNECT You can edit the clip to remove any content you no longer wish to view by clicking on the Video Trim option in the top bar. By doing this, your video opens in a new window; notice there are two large blue icons in the control bar at the start and finish of the scroll bar. Step LC : p Lt The blue icon on the left indicates the beginning point and the icon on the right marks the end. You can move each individually to create new start and finish points. When you're happy with the edited-down version of the video, you need to save it. Step 1] A great feature found here is the ability to pull a single image from the video clip using the Save a Frame option. Using the scroll bar, move through the frames to one you wish to save and then select the option from the list. You can now rename and save the image to your choice of location. 19. When you've finished editing an image, you can = click the 'Save a copy' button to create a new file that includes the changes, whilst retaining the original. Or you can choose 'Save' from the pop-up menu, which overwrites the original image with the version you just edited. ® Save a frame ® Cast to device & Import subtitle file Choose subtitles/CC > Choose audio track > —e of & @ www.pelpublications.com 83

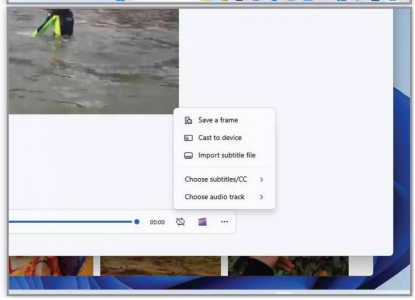





CONNECT
Cancel


00 : 12 . 84


Save As
Save
Cancel


Save a frame
Cast to device
Import subtitle file
Choose subtitles/CC
Choose audio track

Explore the Powerful Maps App Just like Google, Microsoft provides its own Maps app. This incredibly useful tool not only shows you a 2D map of anywhere in the world but also lets you see a satellite view, traffic information and even view major cities in 3D. You can even draw or write on top of maps. Directions You can use the Map app to plan routes: in a car, by public transport and even on foot. Select your chosen transportation method using the icons at the top of the Directions pane. You can either leave the A field as My Location or type a new one. In the B field, type your destination. The route will appear on the map. You can refine the route by clicking the Options button. Search Click the Search button on the left-hand side of the map window and a new pane will open. This pane contains some search suggestions, such as Hotels and Coffee and Shopping, with the standard search field at the top. As you type your search, suggestions will appear in the search pane. You can click any of these to find that location. Maps View The Maps view is the default one for the Maps app. This is what will greet you when you first load the app on your Windows 11 PC. You can zoom in and out of the map, using either the + and - buttons on the control panel on the right of the window, or by scrolling back and forward with the scroll wheel on your mouse (if you use one). 84 www.pclpublications.com Map Pp vs Bovey Tracey x yo urmmscuut x. West Leigh \ at o k Torrington Splatt 2 Morchard Road 0 Bovey Tracey a Hatherleigh \ ft Copplestone } Bovey Tracey Exbourne North Tawtory Bow = ss will ao Colebrooke irections tion id a Norte: Belstone Itton Folly Gate Corner { Spreyton Woodland He FX save (@ share JE print / prthy Okehampton pg" Ted - Ge >» < — E | + f| ly Bratton Thomdon cross [4 South Zea lag Uitte = roe = ‘al ' Clovelly ee Throwleigh _ Drewsteignton me Streetside i! va | = —e 4 D " AI = Bridestowe Hi Gidleigh ‘ ‘ , What's Nearby, ydown i Moretonhampstead he 4 4 BAG & @ @ ey ‘ator North Bovey ne| } East Dart Overview ” Northi Brentor Sietedel Manaton u = silly’ igs : Ene pare Devs Mary Tavy Postbridge Yarner Woot a Peter Tavy merton - Ilsingte B 4, Mena Two Bridges oy toes teed errivale jaVISTOC Princetown ty Bicki Postcode district Bee \ Peat Cot , re TQ13 i < = Horrabridge C—O Weather Yelverton q _ Woolston G 4 A C Light rair Klesrbjook f Z f) High 14 H Huxham's A ere Ferrers \ | Estat ‘Bickleigh > Rattey Data from Wikipedia i Cs ar” = Se os ba Trewidland “N—_F ,\ 2S if

Yondertg y Harberto: Saltash 5 4 St Germans am ——4, a Diptford No Man's Land Wilcove = -peenaint=btidge™ nt Seaton Antony Portwrinkle ~ lymouth ‘Sherford Ermington Brownstod Halwel Looe Millbrook Yealmbridge. F Hollacombe Hill Holbeton Rame Ashford Membland Kinaston 15°C on Bard Clou Gm Oi Search Ea as > 4 L Cc

Your Location When you open the Maps app it will try to pinpoint your approximate location. You may be asked to allow this location tracking to happen. Your location will then be show on the map as a small black and grey circle. You can click on this to see more information, if available, and then save the location asa favourite by clicking the star in the pane that opens. Explore the Powerful Maps App Windows Ink Windows Ink allows you to write or draw on amap using the various pen tools (including colours). You can also use the pen to trace a route and have Maps tell you the distance of the line drawn, or even the directions for the route you marked out. You can then save the customised map. It is really very clever and fun to play around with. Roady JF R ritepannne f Broadhembury Stockland F Bradninch : § Traffic Plymtee Combe Raleigh * indford Thorverton ey : ay al 4A 30Citid — Clyst St _Honiton Wilmington eS oa -rediton) Rewe Budlake Lawren falaton ne ‘ol es < < Gittisham ” en Print NewtonSt.Cyres rit ‘ Broadclyst himple ..Taleford ~ 5) Northleigh Whitford %3 Settings Three Horse-Shoes Ottery St Mary Ee 4 West Cl f Colyton yawr SSSfes St Mary \ ql Je West Hill Sidbury Southleigh ae Baeter Soffton ee lyme Regi j ‘ S Salcombe Regis) ~/ ‘Clyst.st Mary \ rd Shillingford.Abys } Pa Street Hi be) b si Dunchidedck , Woodbury — stowford Christow 4am fen \ .. ORE fn, Lympstone Budleigh £ Salterton East Budleigh ; f } ¥ ft Exmouth Cans Tracey, “Ashcombe o Wideford yaad r x \ 7 \ Dawlish . } Kingsteignton, Teignmouth Newton-Abbot . } Yenbury ge Ipplepen y | As00 | | f Torquay’ s Marldon East 6” per Paignton Rousdon, | Seaton lyme Bay and Torbay Special Area of Conservation + © B of Start Point Marine Conservation Zone Stoke Gabriel Brixham ornworthy Hillhead Dartmouth nton Stake Fleming euavneao Suggest a a change © 2023 Microsoft Corporation, © 2023 TomTom en 09:24 ce Mi 2 J 28/09/2023 @ 3D Cities The 3D Cities button should be fairly self-explanatory. Click the button to open the pane and you will see an alphabetical list of the cities with thumbnails that have been mapped in 3D. Click the Country/Region heading at the top to refine the list. Click on any of the thumbnails to load the 3D map; loading time will vary, depending on your Internet connection speed. van) Maps Settings The Maps app settings let you choose the units of measurement used, depending on your preference and your preferred defaults for directions and location. This last option will

be used if the app can't find you, by using location services. You can also download maps for offline use or upload maps that have been saved elsewhere, that have been shared with you perhaps. Saved Places The Saved Places pane contains all of your saved locations. These can be anything froma favourite coffee shop to the street where you parked your car in a new city. To add places, search fora location and select the star underneath the correct one in the search results list. You then have the option to give the favourite a nickname or set it as Home or Work. Rotate & Tilt The small floating control panel on the right of the Maps window contains several useful tools for changing the current view. The top two controls are rotate and tilt, allowing you to either rotate the map around the central point or tilt the map to give you an isometric view. You can easily centre your view on your location again by clicking the third icon down.

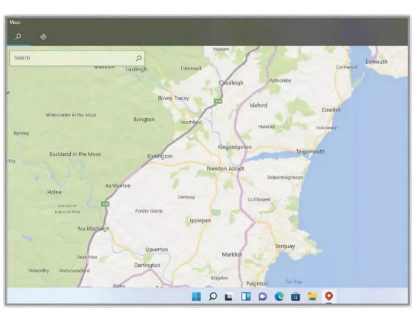
Explore the Powerful Maps App

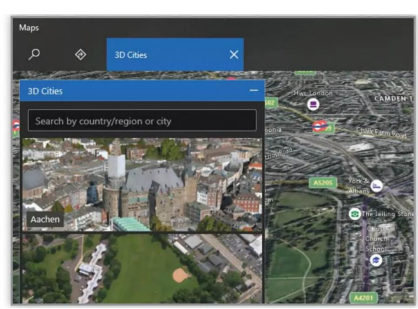
4 Your Location
When you open the Maps app it will try to pinpoint your approximate location. You may be asked to allow this location tracking to happen. Your location will then be show on the map as a small black and grey circle. You can click on this to see more information, if available, and then save the location as a favourite by clicking the star in the pane that opens.

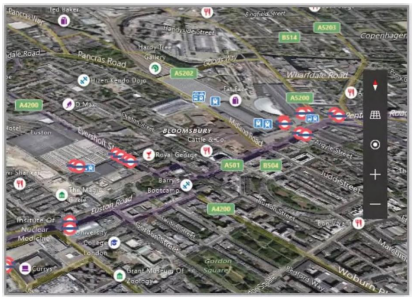
5 Windows Ink
Windows Ink allows you to write or draw on a map using the various pen tools (including colours). You can also use the pen to trace a route and have Maps tell you the distance of the line drawn, or even the directions for the route you marked out. You can then save the customised map. It is really very clever and fun to play around with.

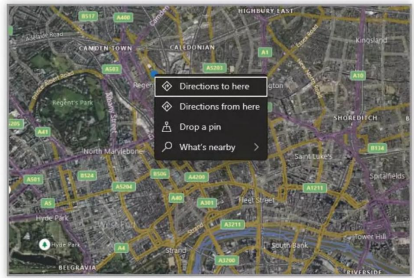
6 3D Cities
The 3D Cities button should be fairly self-explanatory. Click the button to open the pane and you will see an alphabetical list of the cities with thumbnails that have been mapped in 3D. Click the Country/Region heading at the top to refine the list. Click on any of the thumbnails to load the 3D map; loading time will vary, depending on your Internet connection speed.

Learn How to Navigate with Maps Boasting excellent mapping, great aerial photography, up-to-the-minute traffic and the ability to calculate directions by public transport, road or foot, the Maps app is one of the very best ways to navigate. New additions make the Maps app even more useful. Moving Around in Maps There are few controls in the Maps app but they allow you to do a lot of things very easily. Let's take a look at how you move around in the app. | The easiest way to move the map around is to Sten 2 Clicking on things like Saved Places or 3D Cities in \ } left-click and drag it and use the mouse wheel or es the top control bar, tabs will line up alongside the trackpad slider to zoom in and out. This allows you to move the permanent Search and Directions buttons at the top left of the map around to focus on the area you need. If you are zoomed far window. You can then click on them at any time to see the out of the map, double-clicking the mouse zooms in quickly. information contained in each pane or tab. pl" rama — Teg Hennock i 'Wedevombe in the cor agen y Kingsteignton Buckland in the Moor jst ton , , Newton Abbot y st 7 pi j - her Sy all 4 [cen ee a { Deanpior Didworthy soup / Step 2 Maps has a dedicated control panel on the side of Step 4 Right-clicking on the map brings up a small Se the window containing, from top to bottom: ae action menu. This lets you set a To location, a Rotate, hold pointer on it to see; Tilt, hold pointer over to see From location (for planning a route), add a new destination and options; Show Location; and Zoom in and Zoom out. You can also drop a pinina specific location. When you drop a pin, anew tilt by holding the right Mouse button and moving up and down. window opens allowing you to search for things at that location, add favourites and more. HIGHBURY. EAST BIVERSIDE 86 www.pclpublications.com

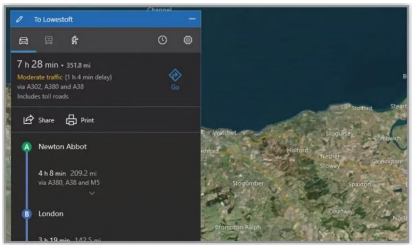


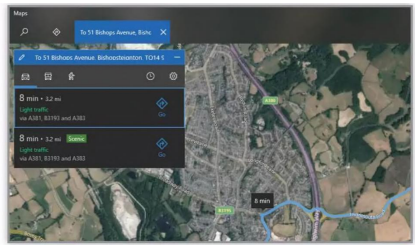



Pancras Road
Wharfdale Road
BLOOMSBURY
Euston Road
Copenhagen
Woburn Pl

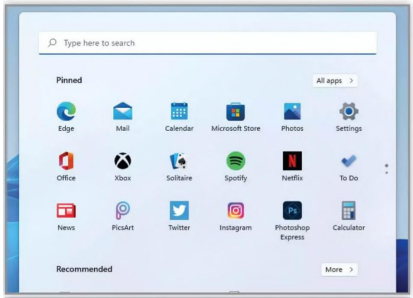

HIGHBURY EAST
CAMDEN TOWN
CALEDONIAN
Kingsland
Regent's Park
North Marylebone
SHOREDITCH
Saint Luke's
Spitalfields
Hyde Park
Fleet Street
Strand
Tower Hill
BELGRAVIA
RIVERSIDE
Directions to here
Directions from here
Drop a pin
What's nearby

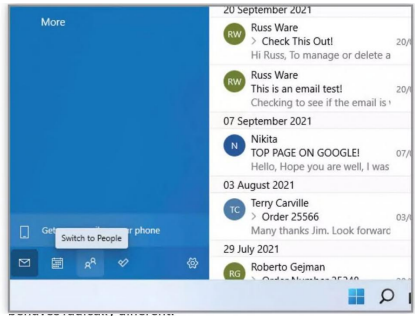
Planning a Route Maps is great for checking out an area, looking around a city or just finding businesses local to you. It is also great for planning detailed routes. To start planning a route, click the Directions tab at the top left of the Maps window. A small panel opens with boxes for your starting and ending location. You can either type a destination or you can choose one from the list that appears below the box when you click on it. FORTUNE GREEN My location ©) London If you need to make detours or multiple stops along your route, you can click the + button to add more destination boxes. Each one can have a destination in it, making up your complete route. When you view directions, each of the destinations you added is marked with a relevant letter. A Newton Abbot 4 London Routes vary depending on whether you are driving, walking or need to take public transport. You can quickly flick between these options using the buttons at the top of the directions pane. When you have your start and end points entered and travel method chosen, click Get Directions. 728 min + 3518. \@ Share Ey print A) Newton Abbot London J 319 nip The route is now shown on the map, with an estimated travel time readout above the destination. If alternative routes are available, they are shown as a light blue line, with the main route shown asa dark blue line. Points along the route are marked, usually where a change of direction is needed. If you click Go in the directions pane, Maps switches to a satnav-style view and traces your route as you continue along it. This is more for portable devices such as phones and tablets that you might use for directions in a vehicle. Click the Exit button via the three dots in the bottom-right of the screen to return to the normal maps view. Proceed towards highlighted route Then) MSs B3195/The Avenue You can also plan a route by drawing it. Click the Ink button and then the Directions tool in the menu that opens. Draw a line along the route you wish to take and Maps refines that into a proper route along roads, missing dead-ends, etc. You can save or share the route just as with any other.

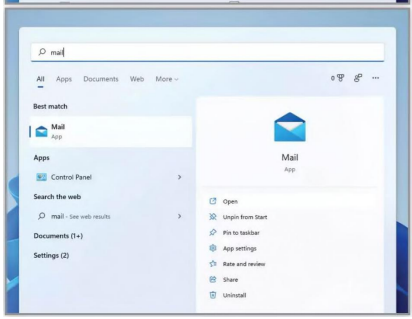

To Lowestoft
7 h 28 min • 351.8 mi
Moderate traffic (1 h 4 min delay)
via A302, A380 and A38
Includes toll roads
Go
Share
Print
A Newton Abbot
4 h 8 min 209.2 mi
via A380, A38 and M5
B London

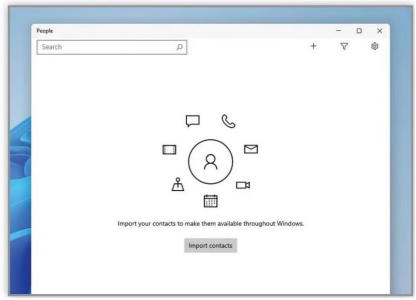

Maps
To 51 Bishops Avenue, Bishc
To 51 Bishops Avenue, Bishopsteignton, TQ14 9
8 min • 3.2 mi
Light traffic
via A381, B3193 and A383
Go
8 min • 3.2 mi
Scenic
Light traffic
via A381, B3193 and A383
Go
A380
A379
8 min

Manage Your Contacts in Windows 11 The People app has been a part of Windows 10 for some time, but in the more recent update to Windows 11, it has had an overhaul. The People app is no longer a part of the traditional taskbar, but instead Microsoft has incorporated into the Mail app. New People, New Apps Incorporating the People button into the Mail app is probably the more logical location for it; it's just we've gotten used to it being its own app via the taskbar. If you've not done so already, you'll need to Step 1 La open the Mail app. Start the process by clicking on the Windows icon in the Windows 11 taskbar, or tapping the Windows Key on your keyboard. This will bring up the Apps menu and last used files. O Type here to search Allapps > Ss B & © Calendar Microsoft Store Photos. Settings rey Oi Solitaire a Photoshop Express Instagram Calculator Recommended Step 2 Type 'mail' (without the quotes), and you'll see the Mail app icon appear on the list of available matching apps. Click on the Mail app to open, or click on the Open link from the list under the icon. 2 mail All Apps Documents Web More Best match | a Mail App Apps Control Panel Search the web QD mail - see web results Documents (1 +) Settings (2) 88 www.pclpublications.com Within the Mail app, you'll notice a row of icons along the bottom-left of the window. The third one in, from the left, is the People button. Click on it to switch the view to the new Windows 11 People app. 0 September 20 Russ Ware > Check This Out! 20/4 Hi Russ, To manage or delete a Russ Ware This is an email test! 20/4 Checking to see if the email is! 07 September 2021 Nikita TOP PAGE ON GOOGLE! 07/4 Hello, Hope you are well, | was 03 August 2021 Terry Carville > Order 25566 03/4 Many thanks Jim. Look forwarc 29 July 2021 a Roberto Gejman aa eee AETV AO ol J Ge' r phone Switch to People The new People app is significantly different from its earlier appearances in Windows 10. It still connects to the various apps within Windows that utilise contacts, such as Skype, Teams and so on, but it looks and behaves radically different. Import your contacts to make them available throughout Windows. Import contacts


Type here to search
Pinned
All apps
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More

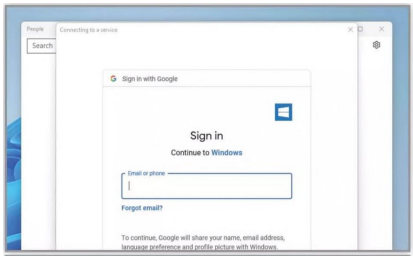

More
20 September 2021
Russ Ware
Check This Out!
Hi Russ, To manage or delete a
Russ Ware
This is an email test!
Checking to see if the email is
07 September 2021
Nikita
TOP PAGE ON GOOGLE!
Hello, Hope you are well, I was
03 August 2021
Terry Carville
Order 25566
Many thanks Jim. Look forwarc
29 July 2021
Roberto Gejman
Switch to People

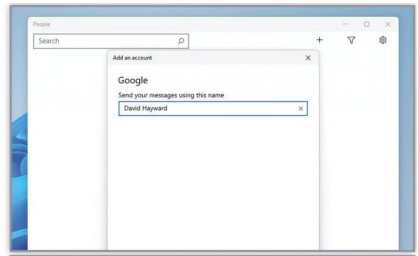

mail
All
Apps
Documents
Web
More
Best match
Mail
App
Apps
Control Panel
Search the web
mail - See web results
Documents (1+)
Settings (2)
Mail
App
Open
Unpin from Start
Pin to taskbar
App settings
Rate and review
Share
Uninstall

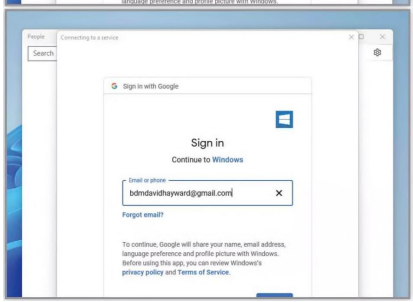

People
Search
Import your contacts to make them available throughout Windows.
Import contacts

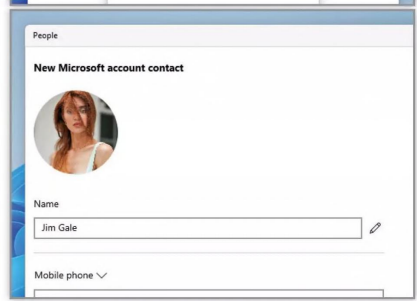
Step 5 The first things you'll probably want to dois import your contacts from other sources. As you'll no doubt notice, there's a handy Import Contacts button on the People app window. Click it, to begin the process. Search 'Add an account Suggested | a russ@bdmpublications.com | Other account io Outlook.com Outlook.com, Live.com, Hotmail, MSN [0 Create Free Account Get a free personal Outlook email address Office 365 Office 365, Exchange You've got a selection of different sources from which you can import your list of contacts. From an already created account, through to Microsoft's Outlook.com, Office 365 Exchange, Google, Yahoo!, and even from your Apple iCloud. Click the source that applies to you. People Search G_ Sign in with Google Sign in Continue to Windows ———— Forgot email? To continue, Google will share your name, email address, language preference and profile picture with Windows. In this example, we're connecting to a Google Account. The People app will open the connection services needed to link your Google account with the People app, all you'll need to do is enter the correct information into the available boxes to continue. G Sign in with Google Sign in Continue to Windows Email or phone bdmdavidhayward@gmail.com| x Forgot email? To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's privacy policy and Terms of Service Manage Your Contacts in Windows 11 Step 8 The People app will notify you as to what access Windows 11 will need when you've setup the account. For most of us, the legal areas involved are part of the daily routine, we need access, so we have very little choice in the matter. If you want more information, though, scroll down to the Privacy Policy link to read more. G Sign inwith Google Windows wants to access your Google Account @ bdmdavichaywardegmail.com This will allow Windows to: Read, compose, send and permanently delete all @® your email from Gmail 'See, edit, download and permanently delete your (0) contacts See, edit, share and permanently delete allthe calendars that yo sing Google If you're ready to go ahead with the connection to another service, then scroll down and click on the Allow button at the bottom of the page. This will open a new window, asking for the name in which to send messages as. Enter your name, then click Sign in at the bottom of the window. 'Add an account Google Send

your messages using this name David Hayward x If you want to add individual contacts, click on Step 10 LEO d the Plus sign in the upper-right of the People window. From there, you can their name, phone, email, address, add a photo and more. Click on the Save button when you’re ready to add the new contact. People New Microsoft account contact Mobile phone \~ www.pelpublications.com 89

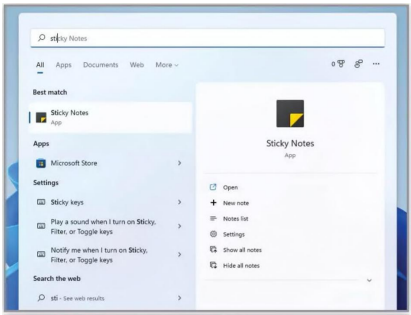

Sign in with Google
Sign in
Continue to Windows
Email or phone
Forgot email?
To continue, Google will share your name, email address, language preference and profile picture with Windows.

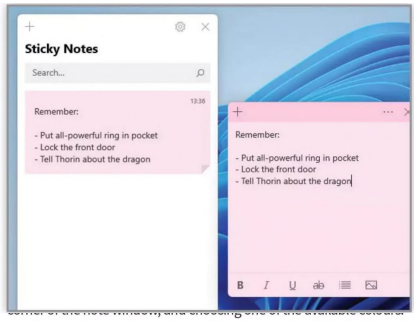


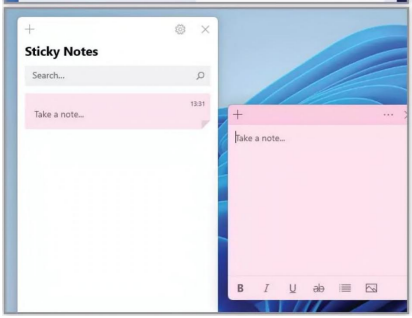

Sign in with Google
Sign in
Continue to Windows
Email or phone
bdmdavidhayward@gmail.com
Forgot email?
To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's privacy policy and Terms of Service.

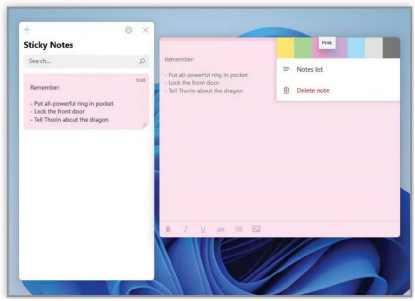


Using the Sticky Notes Tool There are lots of Windows 11 apps for making reminder lists, but sometimes you just need a simple note to jog your memory. There is a simple, and often overlooked, piece of software in Windows that allows you to add sticky notes to your screen, quickly and easily. Getting Sticky Sticky Notes has been around since the early days of Windows Vista, and has evolved over the years in line with the core operating system. It's surprisingly effective, so here's how it works. Sticky Notes is available via the Windows Start To quickly create a new note, click on the smaller button, or by pressing the Windows key on your of the two windows; the new note window. The keyboard, and typing in 'sticky notes' (without the quotes). Clickon — cursor will appear where the window says, 'Take a note... and the Sticky Notes app that's listed in the search results. from there you can begin typing to create your note. D stkky Notes Sticky Notes All Apps Documents Web More = Search... Best match | E aa Notes Remember: : - Put all-powerful ring in pocket Remember: Apps Sticky Notes - Lock the front door = - Tell Thorin about the dragon ~ Put all-powerful ring in pocket ~ Lock the front door - Tell Thorin about the dragon| B Microsoft Store meee 2 open GD Sticky keys + New note Play a sound when | turn on Sticky, m Notee Re Filter, or Toggle keys @ setings Notify me when | turn on Sticky, [showall notes Eerser Tonaie Sore TB Hide all notes Search the web QD sti- See web results Step 2 Sticky Notes launches with two windows: one is Step 4 As you type, the note will add scroll bars down the the main Sticky Notes control window, and the right-hand side. You can increase the size of the note other is a blank note, ready to be filled. As you create notes, these by expanding the corners of the window, and you can change the will be displayed when you start the app. colour of the Sticky Note by clicking on the three dots in the top-right corner of the note window, and choosing one of the available colours. 4 Sticky Notes '4 Sticky Notes Search... Seach = Notes list Recepper Delete note Take a note... i = Put all-powerful ring in pocket - Lock the front door fake a note... = Tell Thorin about the dragon: 90 www.pelpublications.com


sticky Notes
All
Apps
Documents
Web
More
Best match
Sticky Notes
App
Apps
Microsoft Store
Settings
Sticky keys
Play a sound when I turn on Sticky, Filter, or Toggle keys
Notify me when I turn on Sticky, Filter, or Toggle keys
Search the web
Sticky Notes
App
Open
New note
Notes list
Settings
Show all notes
Hide all notes

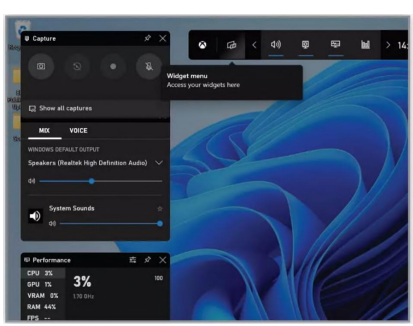

Sticky Notes
Search...
13:36
Remember:
- Put all-powerful ring in pocket
- Lock the front door
- Tell Thorin about the dragon
Remember:
- Put all-powerful ring in pocket
- Lock the front door
- Tell Thorin about the dragon

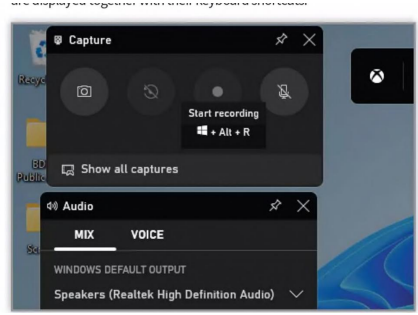

Sticky Notes
Search...
13:31
Take a note...
Take a note...


Sticky Notes
Search...
Remember:
- Put all-powerful ring in pocket
- Lock the front door
- Tell Thorin about the dragon
Hide
Notes list
Delete note

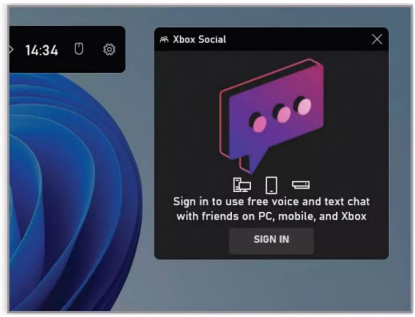
If you look at the bottom of the note window, you'll notice a series of options. These change the text type to Bold, Italic, Underline or Strikethrough. You can also toggle bullets or even add an image. = You'll need to highlight existing text, then click on one of the text type options to apply the result, or click the option, then start new text. To add an image, simply click the image option then use the windows File Manager to locate the image. Click on the Image file itself. Sticky Notes Check Sunset Images Check Sunset images When you close the note, it will be automatically added to the Sticky Notes control window. If you want to create a new note, click on the Plus symbol in the Sticky Notes control window, located in the top-left. a | Sticky Notes * Make sure the dragon is asleep * Load the gold * Get out of the mountain] 1406 @ Make sure the dragon is asleep @ Load the gold : © Get out of the mountain! 8 ~ Ic & til a | ee _ Check Sunset Images BW You will need to keep the app open for your notes to remain on the screen but as long as it is, you can shut down and reboot, and the notes will remain on the desktop. To close notes, you simply need to click on the trash icon in the top right corner. Close the last note and the software closes too. @ Sticky Notes ooo / eeeoooenn “or GOO OGODAODOIOGOANA. rose@aoooesnnnn @PODDDIDOAAWH HEM oy “| (KP(WeRWeKEEA@EROO ODN ua #U@OCOOOSDSRAAARKA i! 114 /(HABRREOOORAD ORGCRGDEABORADAKGY i /REXELOOORRELO DOTAoODAnannADowsce a EPARERUNODERONG —% He BRO OGANRAKIMKN HE LO/ 4 = NG#EBALODRODKG/ (HLH DOAOLKKHAAY (OM U[#BEORBEBERORME| HN ILELELBLEL(H/ OH CREA HEAIRR® DHAKHHADO DHKHE/EAM con SOP(OmHORHYEOBAAHM |the dragon is asteep RHI ERK ARHKHORHRRL jolo [A496 36(79%3" the mountain! K@OOOHREE Copy and paste PNG| www.pelpublications.com 91

Using the Xbox Game Bar Windows 11 has carried on the developmental work that its predecessor put in with regards to the Microsoft Xbox Game Bar. There are a wealth of sub-apps within the Game Bar app, and it's well worth looking into in more detail. Game On! No longer solely about gaming tools, the Game Bar now includes quick panels for volume control, resource usage and even playing music. | You can open the Xbox Game Bar simply Sten 3 By default, the top-left window is the Capture section. | pressing the Windows Key + G, or by searching z Here you can take screenshots, start recording video, for Xbox via the Windows button on the taskbar menu. When it record the last thirty seconds and activate the microphone during loads it will dim the screen and present multiple windows. recording. You can also view any previous screen captures. All elements are displayed together with their keyboard shortcuts. * @ Capture Start recording H+ Alt+R £2 Show all captures 4) Audio MIX GPU VRAM 0% RAM 44% EPs _Speakers (Realtek High Definition Audio)] | The multiple windows can be managed by Step 4 Xbox Social is an element that lies in the clicking on the Widgets icon; the 3D window icon top-right of the Game Bar windows. Here you can tseated to the right of the Xbox icon on the top, thin window in sign into your Microsoft Xbox account, and use voice and text chat the middle of the screen. Click the star next to each item toaddor across PC, mobile or Xbox with your friends. remove it from the Game Bar selection. * Xbox Social Widgets 3) Audio @? Capture From the developer =] Gallery fo Oo — Sign in to use free voice and text chat with friends on PC, mobile, and Xbox Looking for Group SIGN IN Performance Resources Spotify 92 www.pelpublications.com



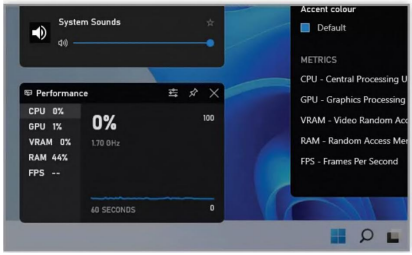


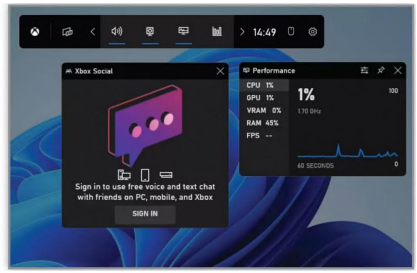
remove it from the Game Bar selection.



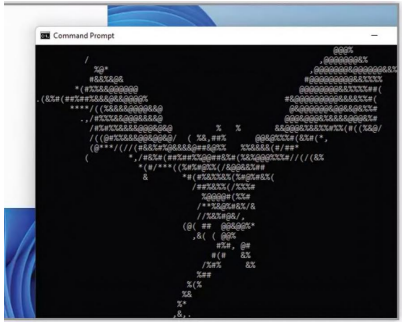
In the bottom-left of the Game Bar windows, there's the Performance element. This is a really useful component, not just for gaming, as it details various metrics regarding your system. CPU, GPU, available memory and more can all be viewed as a handy graph. Click the icon next to the pin, within the Performance window, and you can customise the view. System Sounds © Performance CPU 0% GPU 1% VRAM 0% RAM 44% FPS -If you want more widgets available, click on the Widget Menu, then scroll down the menu to the Widget Store. Click this, and you can choose from a selection of available widgets to install and use whenever you open the Xbox Game Bar. BROWSE INSTALLED Featured XSplit Game Bar HUD Productivity | o Dest I You can fine-tune the Xbox Game Bar by clicking on the cog icon in the top, slim, main window section. This open the Game Bar's Settings page, where you can alter the shortcuts, create and sign in with different accounts and change other features of the app. vy ob ® Settings General Shortcuts Show tips when I start a game Accounts da | Widget menu 4 Personalisation 4 Capturing | Gaming features | Feedback You can rearrange the position of all of the overlay panels by clicking on their top bars and dragging them into the desired position. Several of the panels can be pinned, meaning that they will remain visible on screen even after the Game Bar is hidden. Just click the Pin icon in the top bar. Xbox Social © Performance CPU % os 5 a GPU ™% 1% a VRAM 0% r} @) RAM 45% y Ox FPS - =| Sign in to use free voice and text chat with friends on PC, mobile, and Xbox SIGN IN The Resources window, found by clicking on the bar graph icon in the top, slim, window, details the currently open tasks within Windows 11. If you find the game you're playing is slowing down, you can open this and find where the majority of your system's resources are being used. = ' =] ti Resources NAME © Windows Feature Experience Pack ™ Windows Feature Experience Pack »ROl ES explorer.exe You can close the Game Bar overlay screen by clicking anywhere else on the screen, or by pressing Windows Key + G again. If you want to disable the Game Bar completely, open the Main settings, go to the Gaming section, and use the slider to disable the tool. Gaming » Xbox Game Bar Open Xbox Game Bar using this button on a controller: vy) Get to know Xbox Game Bar All shortcuts x Game Bar rel: Related settings Graphics f@ Gethelp www.pelpublications.com 93

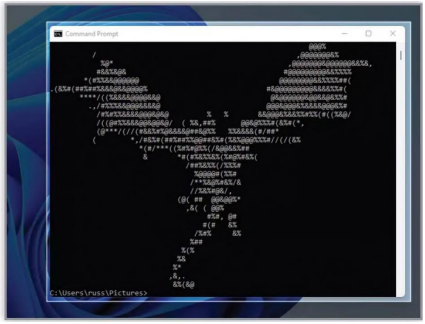
the Performance window, and you can customise the view.



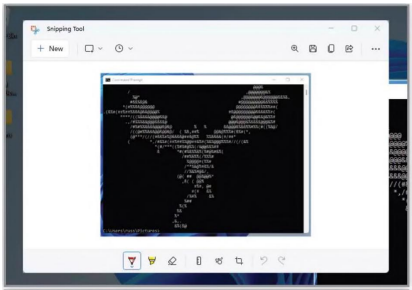


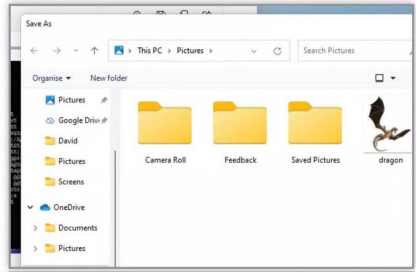
=∼ | Screenshots with _° | the Snipping Tool In 2018 Microsoft announced that it was abandoning the much-loved Snipping Tool in favour of a new tool called Snip & Sketch. However, with Windows 11, Microsoft has reversed that decision and has merged both apps into the new Snipping Tool. Snip, Snip! The Snipping Tool is a surprisingly powerful ally in the Windows 11 arsenal. Capturing your screen is an important element in Windows, and the Snipping Tool does exactly that, and more. To open the Snipping Tool, you can click on the To take a Snip screenshot, click on the ＋New button in Windows Start button and type ‘snip’, then click the Snipping Tool window. This will darken the screen, on the Snipping Tool app as listed in the results. Or, you can and display an overlay reading ‘Draw a shape to create a screen snip. press the Windows Logo Key ＋ Shift ＋S to start a new Snip. There are some options at the top of the screen, which represent the shape of the area you want to snip. 2 snigbina All App: Best match enue “« Snipping Tool H) 5 Te ope Search the web Snipping Tool © snip-seewebre = Settings Soe gy Use the Print Screen key to launch 2 ® Take anew snip r screen snipping Glink Draw a shape to create a screen snip 3 New snip in 3 seconds Photos Gi New snip in 10 seconds & snip! > As you will see, the Snipping Tool is a merger of the Now, using the mouse, and assuming we’re opting two former screenshot apps. To begin with, let’s for the default shape of a rectangle, draw around the open something so we can take a screenshot of it. Remember to area where you want the screenshot to capture. Press and hold the keep the Snipping Tool open in the background while you do this. left mouse button while you draw, and release it when you’re done. Fr _— {BH Command Prompt 94 www.pelpublications.com

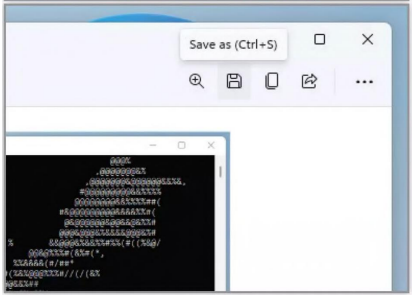


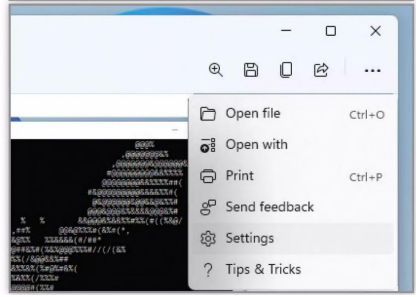


The screen area you are capturing will be highlighted - which means it simply returns that portion of the screen back to its normal colours. This is the area that will be made available to the Snipping Tool. f)o Sniping Too! + New There are a number of options available along the bottom of the Snipping Tool window to further edit the screenshot. From left to right, you'll find: Ballpoint Pen, Highlighter, Eraser, Ruler, Touch Writing, Crop, Undo and Redo. Screenshots with the Snipping Tool Save the captured screenshot by clicking on the Save As button, located in the top-right of the Snipping Tool window. This will open a familiar File Manager window, where you can locate a folder or area to save the image. You can save images as PNG, JPG or GIF. Save As 4 PR > ThisPC > Pictures > bs be bs ¢. Feedback Organise ~ New folder PR Pictures Google Driv: 'BB David) Pictures Saved Pictures Camera Roll dragon) Screens Yv @ OneDrive ™) Documents) Pictures Step 9 The Share option will enable you to send the captured image as a file to a number of different sources. You can utilise Nearby Sharing, send it as an Email or share it via an installed app - such as Mail or Teams. Image Crop p «([a| There are also options along the top-right of the Snipping Tool window: Zoom, Save As, Copy and Share. The top-left options will have you create a New snip, change the Shape of the snipped area and create a Time Delay for when the snip will take place. a Save as (Ctrl + S) a2 @ UO [Share 1 item oe Nearby sharing Everyone nearby Email a contact Find more people © Step 10 Clicking on the three dots in the upper-right of the Snipping Tool window will open a sub-menu where you can open files, print, send feedback and call upon tips and tricks from the Microsoft website. There's also a Settings option, which allows to further enhance the Snipping Tool experience. ——— Open file Ctrl + O Open with Print Send feedback Settings Tips & Tricks www.pelpublications.com 95


Snipping Tool
New

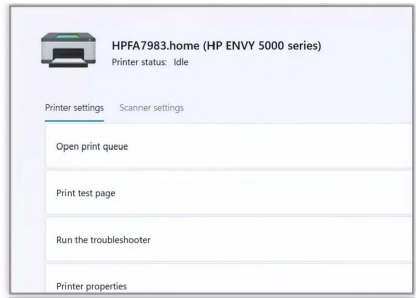

Save As
This PC › Pictures ›
Search Pictures
Organise
New folder
Pictures
Google Driv
David
Pictures
Screens
OneDrive
Documents
Pictures
Camera Roll
Feedback
Saved Pictures
dragon

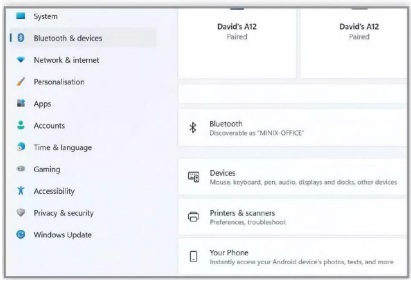

Save as (Ctrl+S)

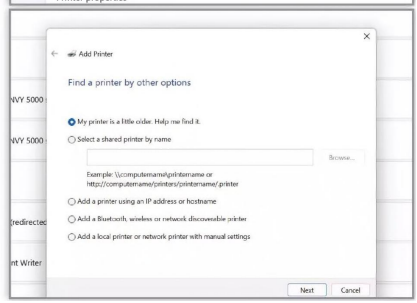

Open file Ctrl+O
Open with
Print Ctrl+P
Send feedback
Settings
Tips & Tricks

Installing a Printer in Windows 11 When you connect a printer to your PC or add a new one to your home network, you can usually start printing straight away. Windows 11 supports most printers, so you probably won't have to install special software. Here's how to install printers in Windows 11. Install a Local Printer A local printer simply means one that is physically connected to your laptop or desktop computer via a USB data cable, rather than being connected wirelessly. Step 1 In most cases, all you have to do to set upa printer is to connect it to your PC and let the plug and play software do its work. Plug the USB cable from your printer into an available USB port on your PC and turn the printer on. If nothing happens, try restarting your PC with the printer connected. Step 2 If so, click on it and then click Add Printer. The printer should then be installed and ready to use. If you don't see your device in the list, click 'Add Device' and see if the scan finds it. If it still does not appear, click the 'Add Manually' link that appears with, 'The printer | want isn't listed'. HPFA7983.home (HP ENVY 5000 series) Printer status: Idle = Printer settings Scanner settings Open print queue Print test page Run the troubleshooter If the printer does not set up automatically, you will need to do it yourself. Click the Start menu button and head into Settings. Look for Bluetooth & Devices from the list on the left-hand pane, and click it. Next, expand Printers & Scanners. You should see a list of available devices, hopefully with your printer's name shown. David's A12 Paired David's A12 Bluetooth & devices Paired Network & internet Personalisation Apps Bluetooth Discoverable as "MINIX-OFFICE Accounts ® Time & language ® Gaming = Devices Mouse, keyboard, pen, audio, displays and docks, other devices Accessibility Printers & scanners Preferences, troubleshoot Privacy & security Windows Update Your Phone Instantly access your Android d 96 www.pclpublications.com Printer properties This opens a step-by-step tool that will show you how to find and install software for an older printer, or one which is not yet supported by drivers pre-installed with Windows 11. If that still fails, try going to the printer manufacturer's website and download an installer or drivers. = Add Printer Find a printer by other options © My printer is a little older. Help me find it CO Select a shared printer by name Example: \\computername \printemame or http://computername/printers/printername/ printer O\Add a printer using an IP address or hostname Q\Add a

Bluetooth, wireless or network discoverable printer OAdd a local printer or network printer with manual settings

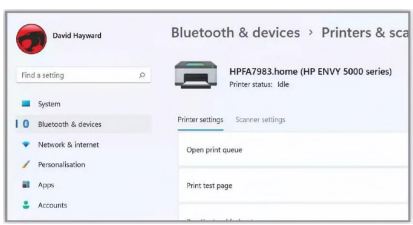


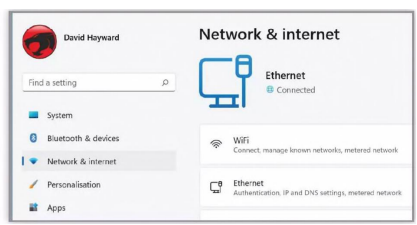


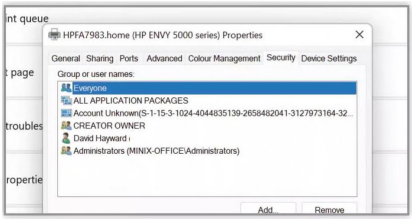

Add Printer
Find a printer by other options
My printer is a little older. Help me find it.
Select a shared printer by name
Browse...
Example: \\computername\printername or
http://computername/printers/printername/.printer
Add a printer using an IP address or hostname
Add a Bluetooth, wireless or network discoverable printer
Add a local printer or network printer with manual settings
Next
Cancel

Install a Wireless Printer Installing a Printer in Windows 11 Awireless printer is one that is connected via Wi-Fi, Bluetooth or by means other than a USB data cable. This can also include a printer connected to another PC on the network. Step 1 Open the settings, followed by Bluetooth & Devices, then Printer & Scanners. Look for your printer in the list of available devices and if it is there, click on it and then click ‘Add Device’. If your printer is switched on and connected to the network, Windows 11 should find it easily. a David Hayward Find a setting Bluetooth & devices > Printers & sca HPFA7983.home (HP ENVY 5000 series) Printer status: Idle = Printer settings @ system i a r 1 @ Bluetooth & devices Scanner settings Y Network & internet , Open print queue Jf Personalisation a Apps Print test page Accounts Available printers can include all such devices on a network, such as Bluetooth and wireless printers or those that are plugged into another computer and shared on the network. You might need permission to install some printers, depending on the type of network you are connected to. int queue — [1 HPFA7983.home (HP ENVY 5000 series) Properties General Sharing Ports Advanced ColourManagement Security Device Settings Group or user names: f* YEveryone ALL APPLICATION PACKAGES | Account Unknown(S-1-15-3-1024-4044835 139-265848204 1-3127973164-32. §& CREATOR OWNER 3 David Hayward) SR Administrators (MINIX-OFFICE\Administrators) Common Printer Problems Step 3 If you use wireless access points, extenders or multiple wireless routers with separate SSIDs, you'll need to ensure that you’re connected to the same network as the printer for your PC to find and install it. If the printer does not appear in the list you may need to add it manually. toa) David Hayward Find a setting Network & internet 2 e 6 Bluetooth & devices @ Nifi Ethernet ® Connected @ system Connect, manage known networks, metered network 1 @ Network & internet # Personalisation ce Ethernet Authentication, IP and DNS settings, metered network Apps Click on the ‘Add Manually’ link when ‘The printer | Step 4 Saat : : want isn’t listed’ appears. This opens a tool that will show you, step-by-step, how to find and install software for an older printer, or one which is not supported by Windows 11 drivers. If this fails, try looking for the software on the manufacturer's website. ies uw Add a device Choose a device or printer to add to this PC Searching for

devices Printers are getting easier and easier to install, thanks to plug and play software, but if you are having problems do these two things first. Check for Old Drivers Midgogeilis require driver software to work properly. If you recently upgraded from one version of Windows to another, it’s possible that the current printer driver is for the previous version of Windows and may not work (or work well) with Windows 11. Check Windows Update for new drivers. © Settings David Hayward davidhaywardt13@qooglemailcom Find a setting 2 Windows Update » Advanced options > Optional Driver updates (1) yout a problem. one of these drivers might help Otherwise. automatic updates willkeep your drivers ME System (7 HP -- Printer - 12/5/2017 12:00:00 AM - 24.941.7079 © Bluetooth & devices ‘Select the updates you want to install © Network & intemet Run the Troubleshooter [iisgilusee suis Update & Security > Troubleshoot and run the Printer Troubleshooter. You can also type ‘Printing problem’ into the search box, select the search result labelled ‘Help from Microsoft’ and then select the troubleshooter to download it. | Printer Detecting problems www.pelpublications.com 97





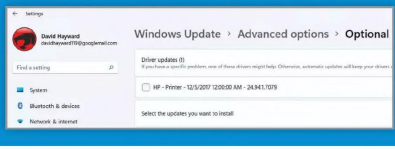


Common Printer Problems

Printers are getting easier and easier to install, thanks to plug and play software, but if you are having problems do these two things first.

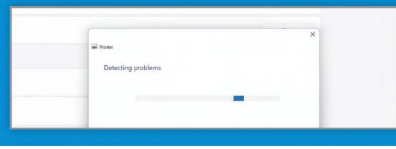
Check for Old Drivers

Most printers require driver software to work properly. If you recently upgraded from one version of Windows to another, it's possible that the current printer driver is for the previous version of Windows and may not work (or work well) with Windows 11. Check Windows Update for new drivers.


Windows Update › Advanced options › Optional
David Hayward
Find a setting
System
Bluetooth & devices
Network & internet
Driver updates (1)
HP - Printer - 12/5/2017 12:00:00 AM - 24.94.1.7079
Select the updates you want to install

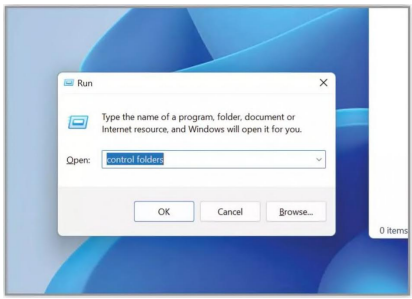
Run the Troubleshooter

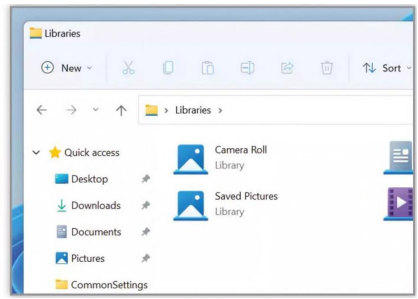
Head in to settings > Update & Security > Troubleshoot and run the Printer Troubleshooter. You can also type 'Printing problem' into the search box, select the search result labelled 'Help from Microsoft' and then select the troubleshooter to download it.



Manage Libraries in Windows 11 Libraries are virtual containers for users' content. A library can contain files and folders stored on the local computer or in a remote storage location. In Windows Explorer, users interact with libraries in ways similar to how they would interact with other folders. Quiet in the Library By default, Libraries are not displayed in Windows 11 - even later versions of Windows 10 did away with the Library display - so they'll need to be reactivated for them to appear. If you open Windows 11 File Explorer, you'll notice that Libraries are no longer visible by default, which is a shame as many users rely on them. However, they can be returned, and the process is remarkably simple. Start by pressing the Windows Key and R, then enter: control folders. Type the name of a program, folder, document or Internet resource, and Windows will open it for you. Ee Open: | SA Cancel Browse... Hit enter, or click the OK button and the File Step 2 : : Explorer Options window will pop up. The options available in here can drastically alter the way Windows Explorer works, so be careful what you enable or disable. Head to the View tab, and scroll down to the bottom of the Advanced Settings section. Advanced settings: @ Show sync provider notifications {_] Use check boxes to select items © Use Sharing Wizard (Recommended)) When typing into list view © Automatically type into the Search Box © Select the typed item in the view '& Navigation pane (_) Always show availability status {_) Expand to open folder {_} Show all folders @ Show libraries @ Show Network @ Show This Pc Restore Defaults Apply 98 www.pclpublications.com At the bottom of the Advanced Settings section, you'll notice a box labelled Show Libraries. Click the box to tick, and re-enable the option. When you've done that, click the Apply button to activate the change and you'll see that the Libraries are now available via File Explorer. Di Libraries @ New ~ 4 1 > Libraries > Camera Roll Library Saved Pictures Library YW Quick access @B Desktop Downloads B Documents DR Pictures *" 1 CommonSettings You can now close the File Explorer Options pop-up window. The Libraries are, by default, setup as area specific shortcuts. You can right-click each Library entry, select Properties from the menu, and create new Library locations, change the icon and much more. Restore Defaults will return the Library to its original setup. - Documents Music Library Library Videos library a Documents Properties Library Library locations: < B Documents ve

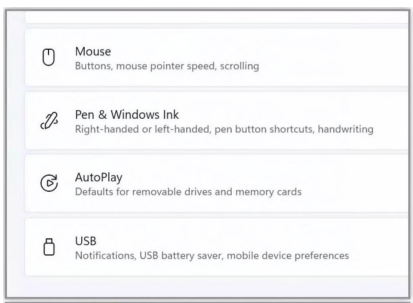
location Set public save location



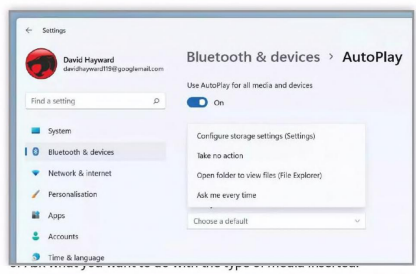


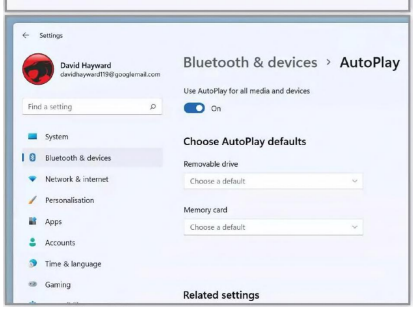
How to Libraries - AutoPlay Use AutoPlay Windows AutoPlay is a feature that was first introduced back in Windows 98. It allows newly discovered media, based on content such as images, video or music, to begin playing via the appropriate application. Rediscovering AutoPlay AutoPlay has been seen as both a blessing and a curse. How we have enjoyed slipping a DVD in the computer and sitting back to enjoy it, but swore at the machine for auto playing a CD we inserted. Funny old world. Windows 11 seems to be having some issues with the default AutoPlay setting. At the time of writing, there's a bug that affects some but not others, in that the Windows 11 AutoPlay feature is either disabled by default, or not. To find out which you are, go to Settings > Bluetooth & Devices, and click on AutoPlay. Mouse Buttons, mouse pointer speed, scrolling Pen & Windows Ink Right-handed or left-handed, pen button shortcuts, handwriting AutoPlay Defaults for removable drives and memory cards USB Notifications, USB battery saver, mobile device preferences Step 2 In our example, the AutoPlay feature was enabled. This means that whenever we insert some media, be it a disc of some description or memory card, Windows 11 will auto launch the appropriate app. However, if your AutoPlay isn't working, start by clicking on the On button at the top of the screen. © Settings David Hayward davidhayward! 19@googlemail.com Find a setting 2 Bluetooth & devices >» AutoPlay Use AutoPlay for all media and devices @ o @ system Choose AutoPlay defaults ! Bluetooth & devices Z Removable drive Y Network & internet Choose a default Personalisation Memory card A yea Choose a default Accounts D Time & language Gaming Related settings If nothing happens when you insert any media, despite the AutoPlay feature being turned on, you may need to specify an AutoPlay default. Under the On button are two options for AutoPlay defaults: Removable Drive and Memory Card - depending on your computer setup, you may have more options available. Click the Removable Drive drop-down box - Choose a default. € Settings David Hayward davidhayward! 19@googlemail.com Find a setting 2 Bluetooth & devices » AutoPlay Use AutoPlay for all media and devices @ o asin Configure storage settings (Settings) Bluetooth & devices Take no action Network & internet Open folder to view files (File Explorer) Personalisation Ask me every time pp Choose a default Accounts ®

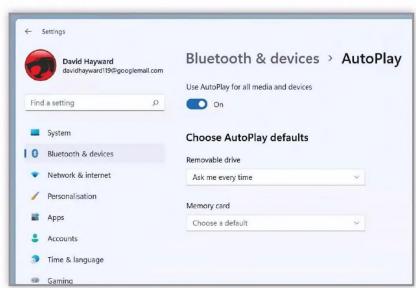
Time & language Step 4 Here you'll have multiple options available. These options will depend on the apps you have installed on your system, but by default they allow you to access the Storage Settings in Windows 11 for removable drives and are; Take no action when a removable drive is inserted, Open the Windows File Explorer or Ask what you want to do with the type of media inserted. € Settings David Hayward davidhayward!19@googlemail.com Find a setting 2 Bluetooth & devices >» AutoPlay Use AutoPlay for all media and devices @ = Stem Choose AutoPlay defaults Bluetooth & devices : Removable drive Network & internet Ask me every time Personalisation Memory card Al “ Choose a default Accounts D Time & language Gaming www.pelpublications.com 99


Mouse
Buttons, mouse pointer speed, scrolling
Pen & Windows Ink
Right-handed or left-handed, pen button shortcuts, handwriting
AutoPlay
Defaults for removable drives and memory cards
USB
Notifications, USB battery saver, mobile device preferences

drop-down box - Choose a default.

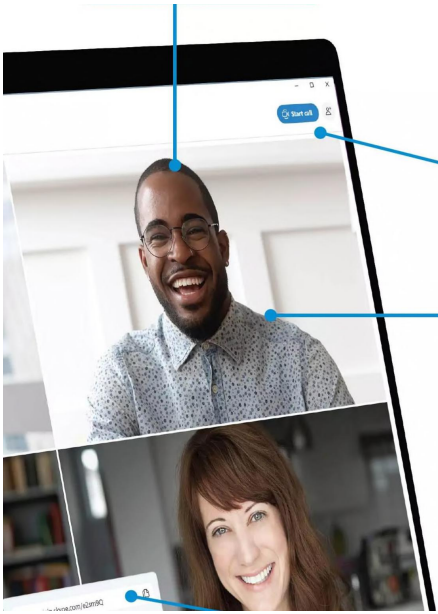






Skype in Windows 11 Although Skype took something of a backseat to Teams during the world-wide Covid-19 lockdown, it still proved immensely useful for individuals to keep in contact with loved ones and friends around the world. ein Although it's expected for you to appear on camera when using Skype, it's always best to remember that you don't have to. You can easily connect to a session and speak or type without showing your face by simply covering the camera. (ee) This is your Profile, click the image to open details about your Microsoft account, as well as manage your Skype profile. Further settings are available, along with Bookmarks and being able to add call credit in your local currency. eae This panel details the recent chats and calls you've had with others in Skype. From here you can arrange new Skype video calls, new chats, look at your contacts and see any notifications. Click recent chats to display the contents in the main Skype window. You can also run an Echo/sound Test here, to test your microphone and camera. a) The main Skype window is where all your video calls and chats will take place. Grouped calls split the screen depending on how many people are in the call, and chats can have attachments added and viewed such as images and videos. 100 www.pclpublications.com | & skype BRE David Hayward Ga Meet Now Recent chats Meet Now 1 participant | © Gallery | 7 Z New Chat Vv \iver.cid.cc589b7 6753878. © 1 MeetNow .) Dawid Hayward ne ag made @ Daniel Hayward 7 wiissed call annalt Hayward la) 1 Oa Bi vetNw ge My Famnily ed th IF uannah Haywere IY we WR Hayward Reviews Ue Untit! Ech ed chat o / sound Test Service

Skype in Windows 11 fe) Skype has been redesigned in recent years to perform better, and to offer a more high-resolution experience. If you think your video is lacking in quality, then take a look at the hardware settings for the webcam and see if you can improve it. 6) The top bar details the number of participants, any images and videos included in the chat or call, and allows you to find any specific keyword for participants. You can also Start a Call, and add more contacts as you need from the two buttons in the top-right of the screen. It’s worth mentioning that video quality can often be degraded due to a lack of bandwidth. Skype will automatically throttle itself to keep the connection alive, often at the detriment of video quality. If you find this happening, stop any other downloads from your browser, or check your Internet settings. re Use this link to send to others so they can join in the conversation. They will need access to Skype, either as their own installed app on their system, or they can use the link to access the call via the Skype webpage. You can also add more people via your contacts, or create specific shared invites. com je2sin20 cin skype : share the \ink dd peowle 5.0 jnvite SKIPE contacts e invite shar 9 You'll enter your chat and video message texts in here. You can also include emoji, attach files, share contact details, create a poll, schedule a call, share your location and access your OneDrive area to collaborate with others on content. —_—

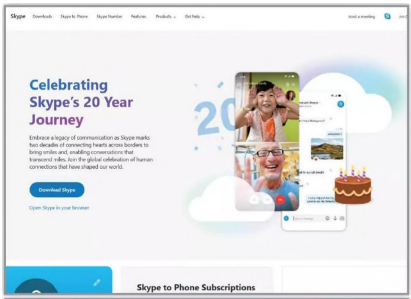


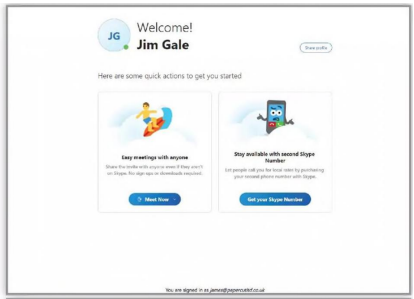
6 The top bar details the number of participants, any images and videos included in the chat or call, and allows you to find any specific keyword for participants. You can also Start a Call, and add more contacts as you need from the two buttons in the top-right of the screen.

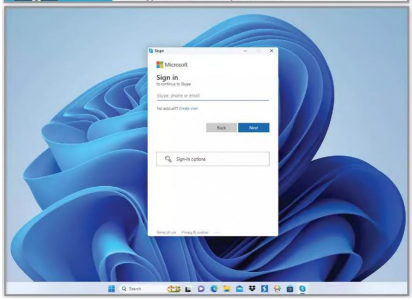
7 It's worth mentioning that video quality can often be degraded due to a lack of bandwidth. Skype will automatically throttle itself to keep the connection alive, often at the detriment of video quality. If you find this happening, stop any other downloads from your browser, or check your Internet settings.

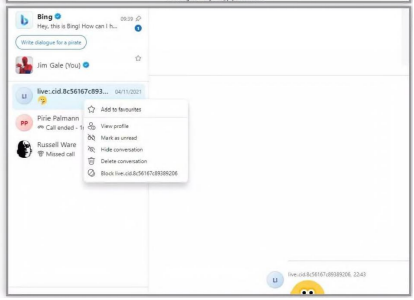
8 Use this link to send to others so they can join in the conversation. They will need access to Skype, either as their own installed app on their system, or they can use the link to access the call via the Skype webpage. You can also add more people via your contacts, or create specific shared invites.

Making Calls with the Skype App Skype is now a much bigger part of Windows 11 than it once was, and has its own app that comes pre-installed with the OS. Getting to grips with the different tools in Skype is fairly simple but learning how to use it more efficiently and easily takes a little more time. Install and Use Skype Recently updated, Skype has now been turned into a proper Windows 11 app and follows the Windows design style more closely. Step 1 Skype has a dedicated Windows 11 app and this Step 3 The Skype window should now be open on may be preinstalled on your Windows PC but you screen. The default view is the Recent might need to download it from the Internet. You can download conversations screen but this may be completely empty if you Skype directly from www.skype.com as well as check that youhave are new to Skype. The first thing you need to do asa fresh user, the latest version available. is to begin adding contacts. Welcome! e Jim Gale Here are some quick actions to get you started Celebrating Skype's 20 Year . ia Journey p ‘ oo) 3. lec ato iets . i} = ~ Esoyimeetange an Stay intial wh second Skype Skype to Phone Subscriptions Step 2 Once installed, you will need to sign in to the Step 4 Click the Contacts button (2nd button down Skype app. If you already have a Skype account, from the top) and either select the add contact which is completely free to set up, just enter your login details icon at the bottom of the sidebar or click directly in the search when prompted. If not, you can go to www.login.skype.com and text box and type the name, Skype name or email of the person create a new account in just a few minutes. you want to add. Click Search Skype. b Bing @ Hey, this is Bing! How can | h.. ab Jim Gale (You) @ yy livescid.8c56167¢893.... o4/17202 YY Add to favourites Pirie Palmann PP) > Callended- ty & BM Russell Ware 5. ® Missed call W Delete Q Block five:cid 85616789389206 aeO@Cuaviess 102 www.pclpublications.com

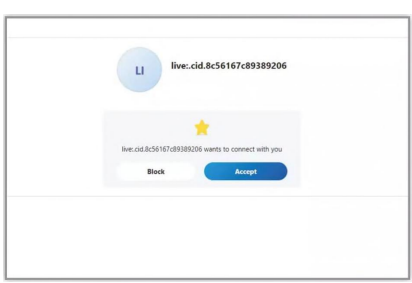

Skype
Celebrating Skype's 20 Year Journey
Embrace a legacy of communication as Skype marks two decades of connecting hearts across borders to bring smiles and, enabling conversations that transcend miles. Join the global celebration of human connections that have shaped our world.
Download Skype
Open Skype in your Browser
Skype to Phone Subscriptions

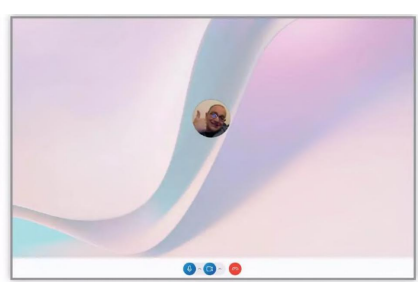

JG
Welcome!
Jim Gale
Here are some quick actions to get you started
Easy meetings with anyone
Meet Now
Stay available with second Skype Number
Get your Skype Number

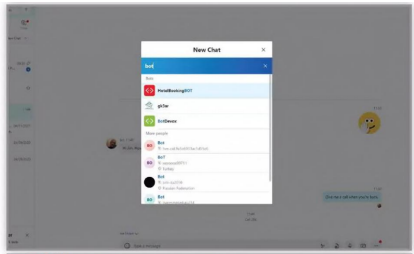

Microsoft
Sign in
Sign-in options
Back
Next

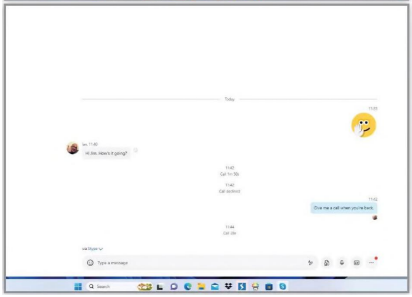

Bing
Write dialogue for a pirate
Jim Gale (You)
Add to favourites
View profile
Mark as unread
Hide conversation
Delete conversation

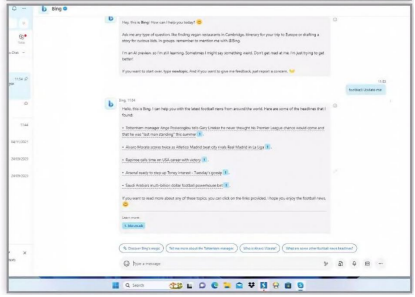
Select your friend from the search results, assuming you can see them in the list, and click Add to Contacts. Type a quick note to introduce yourself and then click Send. They will receive a request from you, along with the message and can choose whether to accept you or not. ul live:.cid.8¢c56167c89389206 * live:.cid.8¢56 16789389206 wants to connect with you vn You can select any contact from your contacts list and then either instant message them or start a voice or video call. If the contact you click on has Skype, the call option buttons will appear in the top right corner of the window. Click the relevant button to start a call. Making Calls with the Skype App If you want to make calls to contacts not using Skype (although you can make calls to mobiles and landlines too), you will need to add some Skype credit first. To do this, click on your profile picture in the bottom left and click the ‘Add Skype credit’ link. Skype also now includes Bots. Bots are artificially intelligent programs that can do many useful things like search for news, summarise webpages, play games and more. You can start chatting with a bot just like you chat with friends, just choose a bot and click Get started. Skype instant messaging makes it easy to keep in touch with your contacts and groups wherever they are. You can share files, photos and contacts. To instant message one of your contacts, select their name and start typing at the bottom of the main window. Bots vary in how useful they are but some are well worth taking a look at. Take the Bing s bot for example. Add this and then type a word (“football” for example) in the conversation window. The bot will return news stories based on that subject. Haws weoeuavaegeeo www.pcelpublications.com 103






New Chat
Bot
PeriodBooking2021
gbTest
EricDevice
Bot
Bot
Bot
Bot
Bot
Give me a call when you're back.

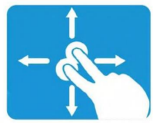

Today
Hi Joe, How's it going?
Call: 1m 30s
Call declined
Give me a call when you're back.
Type a message


Bing
Hey, this is Bing! How can I help you today?
Ask me any type of question, like finding vegan restaurants in Cambridge, itinerary for your trip to Europe or drafting a story for curious kids. In groups, remember to mention me with @Bing.
I'm an AI preview, so I'm still learning. Sometimes I might say something weird. Don't get mad at me, I'm just trying to get better!
If you want to start over, type newtopic. And if you want to give me feedback, just report a concern.
football | tickets.xlsx
Bing
Hello, this is Bing. I can help you with the latest football news from around the world. Here are some of the headlines that I found:
• Tottenham manager Jorge Prosinecki tells Gary Lineker he never thought his Premier League chance would come and that he was "just now starting" this summer
• Alvaro Morata scores twice as Atletico Madrid beat city rivals Real Madrid in La Liga
• Bayonne sells time on USA camper with victory
• Arsenal ready to step up Timmy interest - Tuesday's gossip
• Saudi Arabia's multi-billion dollar football powerhouse bid
If you want to read more about any of these topics, you can click on the links provided. I hope you enjoy the football news.
Learn more:
1. Marca.com
Discover Bing's magic
Tell me more about the Tottenham manager
Who is Alvaro Morata?
What are some other football news headlines?
Type a message

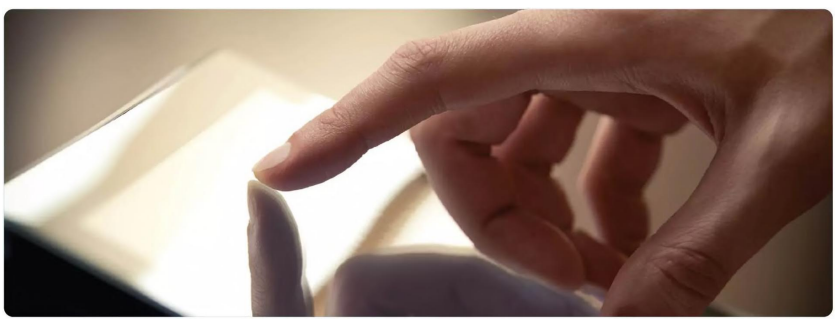
Windows 11 Touchpad Gestures There's so much you can do with gestures, and Windows 11 has greatly improved the technology over its predecessor. Some apps have their own, unique, gestures, but the default and majority are listed here. Touchy Feely Gone are the days where we paw ineffectually at our screens, like a cat trying to capture a video of a bird. Windows 11 gestures encompass nearly every aspect of the operating system. Touchpad Gestures Here are the main gestures for use on Windows 11 touchpad laptops. It's worth noting that some of these gestures will only work with new precision touchpads. To find out if your laptop has one, click Start > Settings > Bluetooth & devices > Touchpad. Select an item Gestures Show all open windows Swipe with three fingers up on Tap touchpad the touchpad Scroll Show the desktop Place two fingers on the touchpad and Swipe with three fingers down on slide horizontally or vertically the touchpad Zoom in or out Place two fingers on the touchpad and Switch open apps or windows Swipe with three fingers left or right on pinch in or stretch out the touchpad Show Context Menu Switch desktops Tap the touchpad with two fingers or Swipe with four fingers to the left or press down in the lower-right corner right on the touchpad Note: Remember, some laptop manufacturer touchpads may operate differently to others. That shouldn't be the case, but for a long time there was little standardisation. This doesn't happen so much now, but if you own an older model laptop that works with Windows 11, then you may experience some problems or simply different gestures depending on the touchpad device you're using. In such circumstances, it's always best to consult the laptop manual, or see if there's an updated BIOS or driver to apply.

Touchpad Gestures

Here are the main gestures for use on Windows 11 touchpad laptops. It's worth noting that some of these gestures will only work with new precision touchpads. To find out if your laptop has one, click **Start > Settings > Bluetooth & devices > Touchpad.**

Action		Gestures	
Select an item Tap touchpad		**Show all open windows** Swipe with three fingers up on the touchpad	
Scroll Place two fingers on the touchpad and slide horizontally or vertically		**Show the desktop** Swipe with three fingers down on the touchpad	
Zoom in or out Place two fingers on the touchpad and pinch in or stretch out		**Switch open apps or windows** Swipe with three fingers left or right on the touchpad	
Show Context Menu Tap the touchpad with two fingers or press down in the lower-right corner		**Switch desktops** Swipe with four fingers to the left or right on the touchpad	

You can use these gestures on the touchscreen of any of your modern Windows 11 devices. To turn touch gestures on, click Start > Settings > Bluetooth & devices > Touch > Three- and four-finger touch gestures. Tap the screen Place two fingers on the screen and slide horizontally or vertically Place two fingers on the screen and pinch in or stretch out Press and hold the item Swipe with three fingers up on the screen | Other gestures Swipes 7 k ‘ . Choose what each gesture does | | Switching apps v I) Three finger gestures . Four finger gestures “= Multitasking view a Y Show desktop < Switch apps Swipe with three fingers down on the screen Swipe with three fingers to the left or right on the screen Swipe with one finger in from the right edge of the screen Swipe with one finger in from the left edge of screen Swipe with four fingers to the left or right on the screen www.pelpublications.com 105



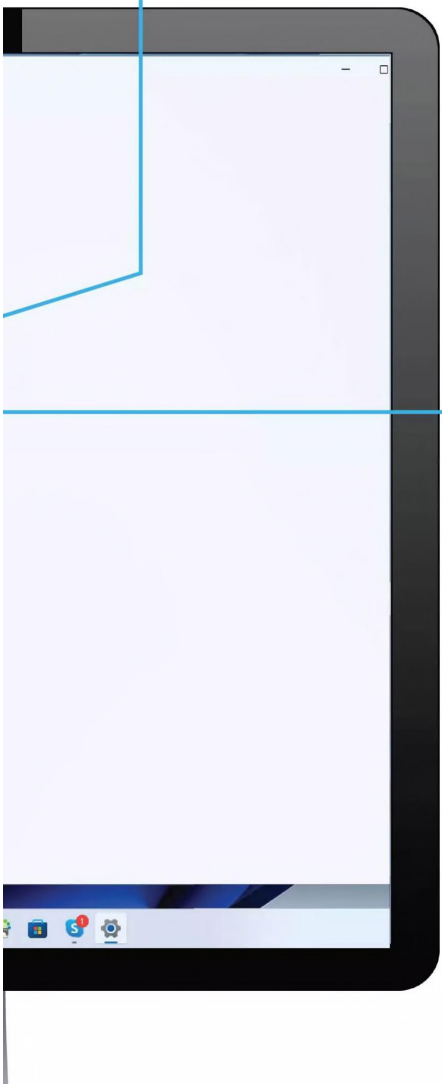
Maintain and Protect Windows 11 What do you do if you're hacked? How do you protect your devices on your home network? What is a recovery drive? These and many more questions are answered throughout this chapter, as you begin to move into the more advanced user techniques and skills needed to make Windows 11 both secure, while keeping it in tip-top shape.

5 Network boot from AnD am?9C70A _ sHard Drive 5 Removable Dev ices : Network boot from AND Anz9C970A 42 <Enter Setup? www.pclpublicatio! ns.com 107

Six Steps to a Faster PC
anage Your Privacy in Windows 11
from Windows 11
VIRUS
Boot Menu
1. CD-ROM Drive
2. Network boot from AMD Am79C970A
3. +Hard Drive
4. +Removable Devices
5. Network boot from AMD Am79C970A #2
<Enter Setup>

Using the Windows 11 Security Tools The Windows Security's set of tools may not be quite as comprehensive as one of the bigger Anti-Malware suites, such as BitDefender, but it does a good job of protecting the average user from the wealth of nasties out in the Internet. Virus & Threat Protection This is where to check and scan for viruses and other threats to your Windows 11 security. Here you will find tools for preventing viruses and other malware from ever taking hold of your computer, as well as the tools needed to check for anything which already got through your defences. Account Protection This is where you manage account and sign-in security for Windows 11. This includes the Microsoft account you are signed in to (or the option to sign in to one), Windows Hello and Dynamic lock. Clicking on any of the options here will simply take you to the relevant area of the main settings. Device Performance & Health Displays issues with the health and performance of your computer, including the status of the Storage capacity, Apps and software and the Windows Time service. This is also where you come if you want to begin the process of performing a Fresh Start on your computer. Family Options The Family options feature in Windows Security provides you with easy access to tools for managing your children's digital life. Use Family options to help keep your children's devices clean and up to date with the latest version of WIndows 11 as well as protecting your kids when they're online. 108 www.pclpublications.com € Settings Jim Gale a) james@papercutitd.co.uk Fin da setting p System Bluetooth & devices Network & internet Personalisation Apps Accounts Time & language Gaming Ac ibility Privacy & security Windows Update Privacy & security > Wir Windows Security is your home to view and mana health of your device. Open Windows Security Protection areas Virus & threat protection No actions needed Account protection No actions needed Firewall & network protection e. No actions needed App & browser control No actions needed Device security oa No actions needed Device performance & health Reports on the health of your device. Family options Manage how your family uses their devices ir Get help £ Give feedback

Using the Windows 11 Defender Tools Firewall & Network Protection Windows Defender includes three firewalls, for: Domain network, Private network and Public network. You can turn each of these firewalls on or off at will, although you will normally only be connected to one type of network at a time (if you are at home, usually a Private network). Apps & Browser Control This section contains the settings for Windows Defender SmartScreen. This ows Secu rity helps to protect your Windows 10 device from potentially dangerous apps, files, websites and downloads. It also includes a link to download Application Guard and lets you control Exploit protection. e security and Device Security Despite the title, this isn't really a hub for device security. You can learn more about Core isolation (virtualisationbased security) and enable the memoryintegrity feature, helping to prevent malicious attacks to core, high-security processes. Note: The exact options here can vary depending on device. Windows Defender Dashboard The dashboard is the main screen of Windows Defender and opens when you click the "Defender Firewall" icon in the taskbar. It lets you check the security of your computer at a glance, but doesn't really give you much information beyond whether an action is needed or not needed within the various security sections. wevavea Cs Ideally, you want to see a green tick on each section of the dashboard. If you see a warning symbol, there are suggested actions that you should take a look at, while a red X means something needs your immediate attention. www.pelpublications.com 109



5 Firewall & Network Protection

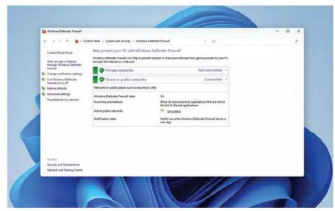
Windows Defender includes three firewalls, for: Domain network, Private network and Public network. You can turn each of these firewalls on or off at will, although you will normally only be connected to one type of network at a time (if you are at home, usually a Private network).

6 Apps & Browser Control

This section contains the settings for Windows Defender SmartScreen. This helps to protect your Windows 10 device from potentially dangerous apps, files, websites and downloads. It also includes a link to download Application Guard and lets you control Exploit protection.

7 Device Security

Despite the title, this isn't really a hub for device security. You can learn more about Core isolation (virtualisation-based security) and enable the memory-integrity feature, helping to prevent malicious attacks to core, high-security processes. Note: The exact options here can vary depending on device.



Windows Defender Dashboard

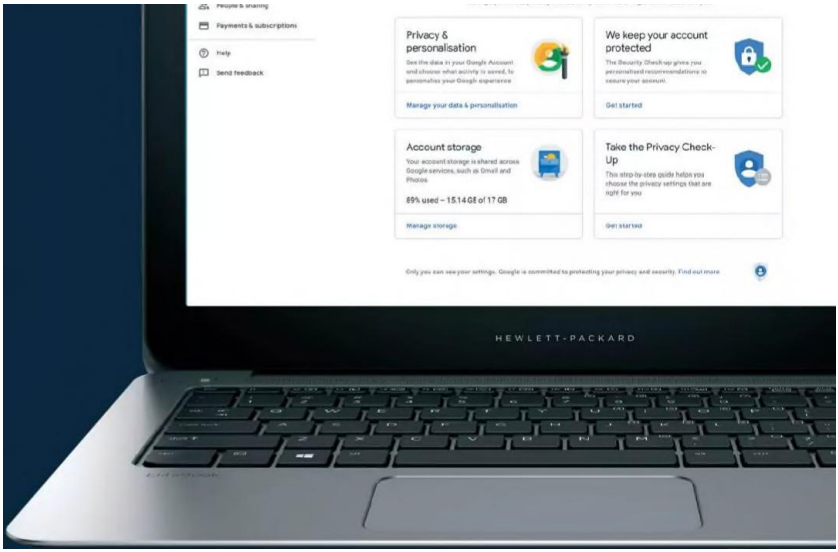
The dashboard is the main screen of Windows Defender and opens when you click the "Defender Firewall" icon in the taskbar. It lets you check the security of your computer at a glance, but doesn't really give you much information beyond whether an action is needed or not needed within the various security sections.

Ideally, you want to see a green tick on each section of the dashboard.

If you see a warning symbol, there are suggested actions that you should take a look at, while a red X means something needs your immediate attention.

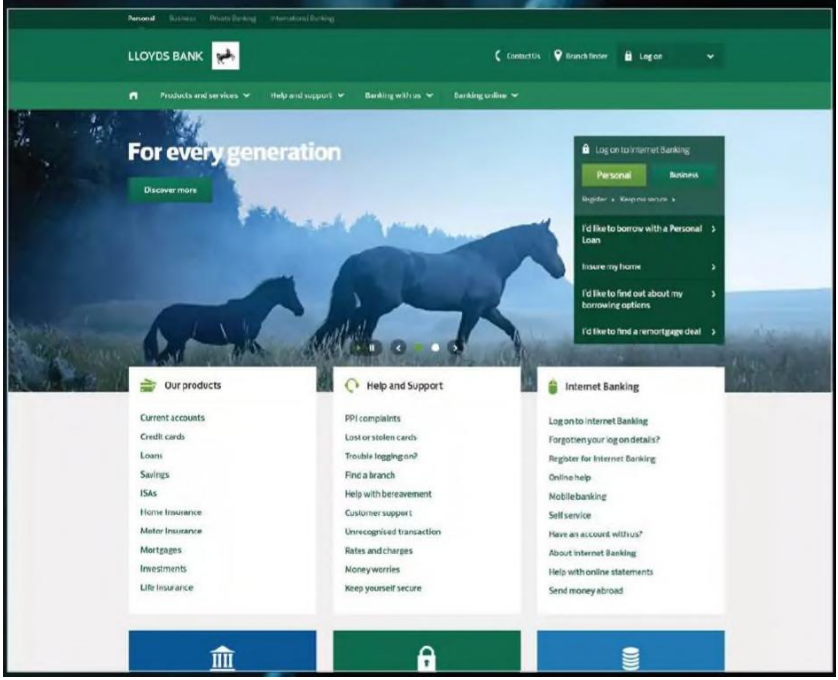
What To Do If You’re Hacked There are literally hundreds of millions of email addresses and account details stolen by hackers each year, sometimes in a single massive breach, such as the Equifax attack from a few years ago, but sometimes directly from your own computer. Being the victim of a hack sounds scary to most people, but while you should take it seriously, there is often no need to panic. If you think you have been hacked, just follow the instructions here to get your online life back on track. 110 www.pclpublications.com

IH ' | | wilh 44,0) if hy TP ' aff ti HT MUL i wthh i _ a What To Do if You're Hacked How Will You Know? You may hear about a big data breach in the news, or from friends and colleagues, and if the company hacked is one you have accounts with, it is worth following all of the steps below just in case. Often, the first you will know about being hacked is a call from your credit card company or bank about unusual activity, or from friends/relatives suddenly receiving strange requests for money from you. Many of the large email providers, such as Gmail, will alert you if there is a new login to your account from an unrecognised location or device. Or you may simply find that you have been logged out of an account and your password is no longer working. The most important thing is not how you discover how you have been hacked, although we urge you to keep a close eye on all your online activity, but how you act immediately after you find out. You can check if your email address has potentially been involved in a data breach by entering it in to the Have | Been Pwned website. What To Do Next Even if you think only one account has been targeted, you should still move to protect ALL of your important accounts. This is especially true if you main email account has been breached, or if you use the same email and password for all of your online accounts. Change Your Passwords The very first thing you need to do is change all of your passwords, especially for your email account, banking accounts, credit card accounts, PayPal, etc. Many online accounts now offer 2-step verification, which adds an extra layer of security by sending you a passcode each time you try to log in. If this is available, set it up as soon as possible. If your email account password has been changed by the hacker, you will need to contact the provider and prove you are the rightful owner of that account. For Gmail, there are instructions for recovering a hacked account on the Google support pages (https://support.google.com). The other main email providers should offer similar advice.


Payments & subscriptions
Help
Send feedback
Privacy & personalisation
See the data in your Google Account and choose what activity is saved, to personalise your Google experience
Manage your data & personalisation
We keep your account protected
The Security Check-up gives you personalised recommendations to secure your account.
Get started
Account storage
Your account storage is shared across Google services, such as Gmail and Photos
89% used – 15.14 GB of 17 GB
Manage storage
Take the Privacy Check-Up
This step-by-step guide helps you choose the privacy settings that are right for you
Get started
Only you can see your settings. Google is committed to protecting your privacy and security. Find out more
HEWLETT-PACKARD

Accounts C This includes banking, email, o especially if you use the same pi Check your email inbox and si signed up to or sent. Think a password on almost any web: to your email address. If someone has got hold of accé emails, they could do the same Look for any unusual - at all, and if you spot some, contact the website or company to let them know you may have been breac in, they can helpy the fastest way. If your email account has been taken over, and the pas changed, you will need a way to prove that you are t owner. This is why it is important to have two sepa Check your bank and Credit Card Statements Check both your bank account and credit card statement for any unusual activity (online and immediately if possible, but if not contact your bank/credit card companyiand ask for a statement). It is also worth informing both your bank and credit card company what has happened, so that they can begaware and alert for any unusual activity in the near future. 7 Having to get new cards issued may be a hassle, but it is less hassle than trying to sort out the mess left when a*hacker starts buying things using your card details. Recover Your Accounts Major companies such as Google, Facebook, Twitter and Microsoft are well aware of the possibility of accounts being hacked, and most offer processes to get the account back to normal. Indeed, the company may well be the first to realise an My Account account has been hijacked and shut it down for you. Head over t was hack to the homepage of the website in question and check the knowledge base/help desk for advice on what to do next. El] Help centre Q. account recover Hame Using Facebook © Managing Your Account Privacy and Safety Policies and Reporting 2" support Intex Hacked Accounts Just remember that if you get an email from Facebook, Twitter, etc., telling you that your account has been breached, make sure that it is legitimate and not someone phishing for your login information. You can read more about spotting scam emails at: https://pclpublications.com. 112 wwwopclpublications.com

owner. This is why it is important to have two separate email addresses, as you can usually use a second email address as the alternate contact for the main address.



2% Avast Free Antivirus Q\Notifications =Menu _ xX Scanning for malware... 28° g SVC: amdxata > C:\WIN..2\drivers \emdxata.sys Scan For Viruses and Malware If your computer has been infected with a virus or malware, this could be where the hacker got your details, so none of the steps above are any use if the underlying source of the breach is still sitting on your device waiting to send all of your updated information to the hacker. Run a complete virus scan, using reputable scanning software from the likes of Norton, Kaspersky, Panda or McAfee. If using Windows 11, then the Windows Defender tool offers an Offline Scan, whichcan find even particularly well-hidden malware on your computer. This scan will take at least 15 minutes to complete, but is the most in-depth scan offered by the free anti-virus software. Contact Friends, Family and Colleagues If you think that your email or social media account has been hacked, contact friends, family and colleagues top let them friend has received an email supposedly from a stranded get home. Making people aware, means they will be less likely to fall for this sort of scam. know. There have been many cases where a family member or person, asking for help (in the form of money) so that they can ww.pclpublications.com 113 -”

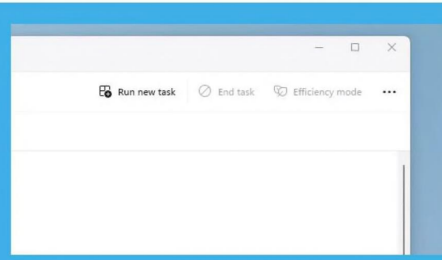
Using the Windows 11 Task Manager The Task Manager is a very useful tool but even if you have been using Windows for some time, you might never have looked at it before. The Task Manager contains information on PC performance, the number of running apps, how many processes are pulling power from the processor and much more. -| | Processes Tab The Processes tab is the default tab when the Task Manager is opened. You can open the task manager by simply searching for it in the main search panel. Just as with any other app or piece of software in Windows 11, you can pina shortcut to the Task Manager, to the taskbar or asa desktop icon. Start-up Tab The Start-up tab contains a list of all the apps, programs and processes that are enabled every time you start your computer. If your computer is brand new, this list should be fairly small and filled with essential items. But as you install new apps and software, this start-up list can become bloated and slow down boot up. You can disable auto start-up here. Process List With the Processes tab selected, a list of all processes is shown. Processes are bits of software that run in the background, either running or waiting to run when a corresponding action is taken. As you can see from the list here, things like Cortana and AVG are shown; these you would obviously want to leave. 114 wwwpelpublications.com Task Manager Processes Performance App history Pp Startup apps 23 Users i= Details 3 Services Processes Name Status Apps (1) > (ij Task Manager Background processes (65) GH) AMD External Events Client M... 1H) AMD External Events Service ... [H) Antimalware Service Executable WH) AppHelperCap (H Application Frame Host [im] Background Task Host (2) (8) BridgeCommunication 1) COM Surrogate > GD CommRecovery (i) CTF Loader () Device Association Framewor., Gi) Device Association Framewor.. > [) DiagsCap [Elan Service WY ETD Control Center De, (© erDTouch Ontrol Center Helper [) Host Process for Windows Tasks [H) Host Process for Windows Tasks > EW HP Jumpstarts (2) > @ HP System Event Utility @) HP Touchpoint Analytics Clien... HPAudioSwitch (32 bit) GB) HPNetworkCommunicatorCom (H) HPPrinterHealthMonitor Type a name, publisher, or PID tc

Using the Windows 11 Task Manager View Options The View options at the top of the Task Manager window allows you to do several things. You can manually refresh the current tab and also change the automatic update speed. For example you can change how the processes are displayed. Either by grouping them by type, expanding or collapsing the list, or showing status values. E@ Run new task Performance Tab Another useful tab in the Task Manager is Performance. This gives you a EB Run new task ic real-time performance overview, allowing you to pinpoint exactly how well your oMbps hardware is coping with whatever you are doing at the time. If Task Manager is the ES only app open, the performance chart OMbps should be very stable but if you are running OMbps several apps, it will show any power spikes. OMbps OMbps 0 Mbps | OMbps OMbps OMbps OMbps ne Resource Usage oMbps If you find your PC becoming O Mbps slow and sluggish during normal use, you OMbps may have too many processes running. By nee looking at the resource usage chart, you mee can see exactly which apps are taking up we : the most processing power, physical Fe ‘it memory, disk space and even network bandwidth. If something is particularly resource hungry, you can right-click and stop it. O Mbps O Mbps OMbps O Mbps OMbps Cuaevnhceu A FO ail O Settings You can view a limited version of the Task Manager by clicking on the “Settings” button at the bottom of the window. This makes the window small enough that it can be left open, in the corner of your desktop for example, but still show relevant information. You can get more information at any time by clicking “More Details” www.pelpublications.com 115

Using the Windows 11 Task Manager

View Options

The View options at the top of the Task Manager window allows you to do several things. You can manually refresh the current tab and also change the automatic update speed. For example you can change how the processes are displayed. Either by grouping them by type, expanding or collapsing the list, or showing status values.



5 Resource Usage

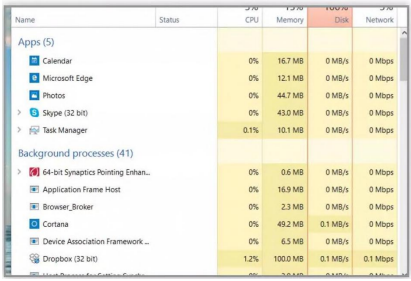
If you find your PC becoming slow and sluggish during normal use, you may have too many processes running. By looking at the resource usage chart, you can see exactly which apps are taking up the most processing power, physical memory, disk space and even network bandwidth. If something is particularly resource hungry, you can right-click and stop it.

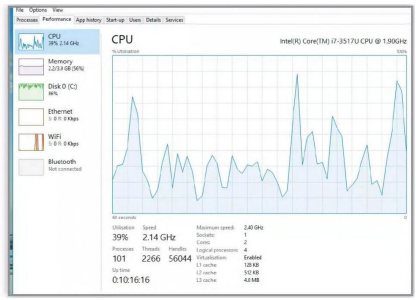
6 Settings

You can view a limited version of the Task Manager by clicking on the "Settings" button at the bottom of the window. This makes the window small enough that it can be left open, in the corner of your desktop for example, but still show relevant information. You can get more information at any time by clicking "More Details"

Monitor Tasks with the Task Manager If a program isn't working, or you want to control what starts with your PC or you want to see what's running, then visit Task Manager. Access it via the Power Menu (right-click on Start) or press Ctrl + Alt + Delete and select it from the Security Options menu. Manage Your PC Task Manager is a lot more complex than it used to be and it's now a useful insight into your PC and app performance, allowing you to check anything from Wi-Fi usage to app crashes and much more. Task Manager starts life as this fairly unassuming little window. If you have an app that is unresponsive, select it and click End Task. Beware that if you do this to an app with unsaved work in it, you will lose your work. Clicking the More Details button will expand the Task Manager window. B Calendar (E) Microsoft Word (32 bit) ai | People EX Photos © Skype (22 bit) This window is a little more complex, but the 'Apps' part of the window is essentially what we were looking at in Step 1. Now the apps have been joined by background processes. Your PC will most likely be running tens of these unless it's box-fresh. Here we've got 41. These are things such as Cortana, which runs in the background, and our trackpad software. Status Disk Network Ba Calendar 0 Mbps 0 Mbps 0 Mbps 0 Mbps 0 Mbps ie} Microsoft Edge BB Photos > ©& Skype (32 bit) > (Task Manager Background processes (41) > @) 64-bit Synaptics Pointing Enhan... fF) Application Frame Host GF Browser_Broker o Cortana Device Association Framework ... $B Dropbox (32 bit) 116 www.pelpublications.com Step 3 You can see what system resources each app is using in each column. Here Excel is using around 74MB of memory, for example. Memory use is almost at its maximum, as you can see at the top of the column. Maxed out resources are no bad thing - after all your PC is there to be used - but when apps crash, they are usually using resources and not relinquishing them. ne @ VirtuatBoxere VitualBoxexe @ VirtualBoxexe DD Cortana el Calendar BB People BD News (22 bit) BD Store ©] Microsoft Outlook Communica... Bait [Bi Windows Shell Experience Host HE] Reminders WinRT OOP Server System interrupts p(B Task Manager 3 WMI Provider Host VirtualBox interface b ® VirtualBoxexe & Microsoft Windows Search Filte. If an app crashes, then you need to select it and click End Task as before. You should always try and give it time to recover (especially if you will lose work). Now we've clicked the Performance tab at the top of the window and we can

see the usage of important elements of our PC. App history Start-up Users Details Services CPU Intel(R) Core(TM) i7-3517U CPU @ 1.90GHz oor 22/39 GB (56%) Disk 0 (C) \ 16% SOR OK | f\ J \ A \ha n\ Us Speed 39% 214GHz : Procesies Threads Handles 101 2266 56044 i Uptime t 0:10:16:16 u

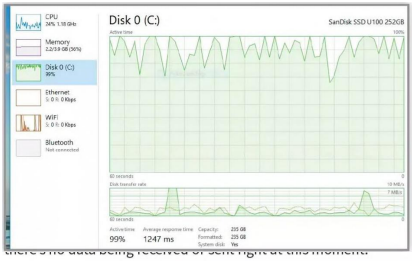


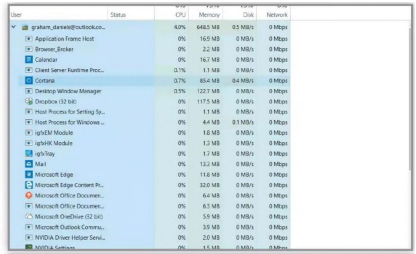


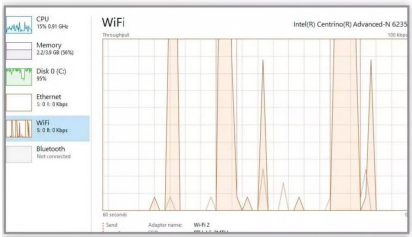
Monitor Tasks with the Task Manager Here's our disk usage - as you can see it's pretty active! You will also have this if you have several big apps open (we've got Edge, Spotify, Word and Excel open in this example). In the previous step you could see our processor usage, and as you may have noticed, we've only been using around 40 per cent of its capability during the last minute. ae Disk 0 (C) Active time 100% ere Ni y AA / VAAN j NV Disk 0 (C) 99% 'SanDisk SSD U100 252GB Ethernet 5:0 R: O Kbps WiFi 5:0 F: O Kbps Bluetooth Not connected 60 seconds Disk transfer rate Activetime Average response time Capacty: 235 GB 99% 1247 ms Formatted: 235 GB System dist: Yes seconds Wi-Fi usage (you can also see wired network usage if you use that to connect) is more sporadic as the network connection tends to be used intermittently - unless you're copying files or similar. Here we're streaming music, which appears to download in chunks. Notice there's no data being received or sent right at this moment. CPU ae 15% 0,91 GHz WiFi Throughput 100 Kbps Intel(R) Centrino(R) Advanced-N 6235) Memory 2.2/3.9 GB (565) Disk 0 (C) 5% Ethernet 5: 08: O Kbps WiFi 0 R: OKbps: | Bluetooth Not connected IN 60 seconds { Send Adaptername. — WrFi2 The Start-up tab is one of the most important in Task Manager. While you can configure an app such as Skype to start-up when Windows does and disable the same within the app, some applications are sneaky and enable themselves to start when Windows does. Here you can select the app and either enable or stop this from happening. Last BIOS time: 69 second lame Publisher Status Start-up impact > [B Acobe Creatve Cloud (18) > $F Dropbox Update (3) Adobe Systems Incorpor... Enabled High Dropbox, Inc. Enabled ® Cisco Jabber (B igtTray Mocule iid Windows Defender User inte... Microsoft Corporation Enabled WY ETD Control Center > Send to OneNote Tool © HipChat Application Cisco Systems, Inc Enabled Intel Corporation Enabled ELAN Microelectronics... Enabled Microsoft Corporation Enabled Atlassian Ire Enabled b $F Dropbox (3) © Acrotay EB ices Connect Daemon tlike Dropbox. Inc. Enabled 'Adobe Systems Inc. (8) WD Quick View Western Digital Technol... @ QuickTime Tack 1) Program > CanwesU Netwurk Scarnie S.. CANON INC, © Spotity Spotify Ltd [Update Paul Betts Apple Inc. [El Garmin Express Tray Garmin Ltd. or its subsid.. ® Adobe Collaboration Synchr.. Adobe Systems Incorsor.Pushbulletinc Step 8 Although it's of limited

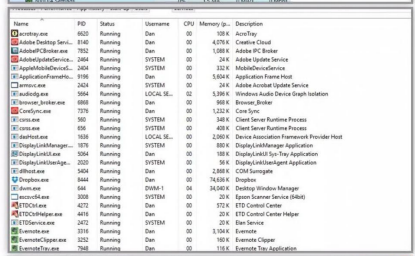
general use, the Users tab details what apps and processes are running on a per-user basis. This might be useful if your PC is running slowly and you want to see what resources someone else who is logged into the PC is hogging. They might have something wasteful running in the background, for example. User Memory ‘Ym graham_daniels@outlookco.. 648.5 MB [=] Application Frame Host 0% == 169 MB FH) Browser_Broker 22.MB Bi catencar 167 MB Client Server Runtime Proc... V0MB coma 854 MB BE) Desitop Window Manager 1227 MB @ Dropbox (32 bit) 1175 MB [Host Process for Setting Sy... MB [| Host Process for Windows .. 44MB 1) igixEM Module 18 MB [igttHK Module 12 MB Bigktrey 17 MB Bina 13.3 MB Bh mcroson cage 118 MB © Microsomt Eage Content Pr.. 320 MB @ Microsoft Office Documen... 64MB P= Microsoft Office Documen.. 63 MB © Microsoft OneDrive (32 bit) 59MB [=] Microsoft Outlook Commu... 39MB [) NVIDIA Driver Helper Servi... 20 MB Step 9 The Details tab is really for pro users only and has full information on each running process and which user is responsible for it. You can also see how much resource the process is taking up as well as what is called a Process ID, or PID, that identifies the process on your machine. pRRRRRRASSERARA TE Application Frame Host Adobe Acrobat Update Service ‘Windows Audio Device Graph Isolation Browser Broker Core Syne Client Server Runtime Process Client Server Runtime Process Device Association Framework Provider Host DisplayLinkManager Application DisplayLinkUI Sys-Tray Application DisplayLinkUserAgent Application COM Surrogate Dropbox Desktop Window Manager Epson Scanner Service (64bit) ETD Control Center ETD Control Center Helper Elan Service Evemote BssssssreessssssssessRresseee88 Step 10 Services are programs that run in the background. The chances are your PC is running lots of them. For example Windows Defender, the built-in security software, runs in the background as a service. As well as viewing the active services in Task Manager, you can click the Open Services link to manage services on your PC. Description Window: Senrch Windows Media Payer Network Sharing Senvice WMI Performance Adapter Windows Defendes Sevice Wandows Defende: Netnert Inspection Sevice Description Provides Uss. tos Adobe Aero. Pun few This senice Routes Alla. Gets app Provices th. Detertines ‘GeBlock Level Backup Engine... The WBENG... ‘GyBtuctooth Handstree Service Enables wit. ‘GAEluctocth Support Service The Bluetoo. GeBonjour Service

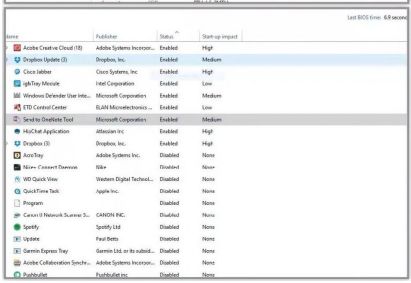
Enables har. www.pcelpublications.com 117

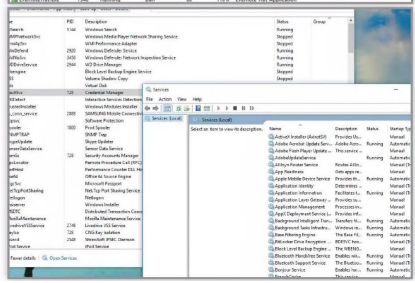






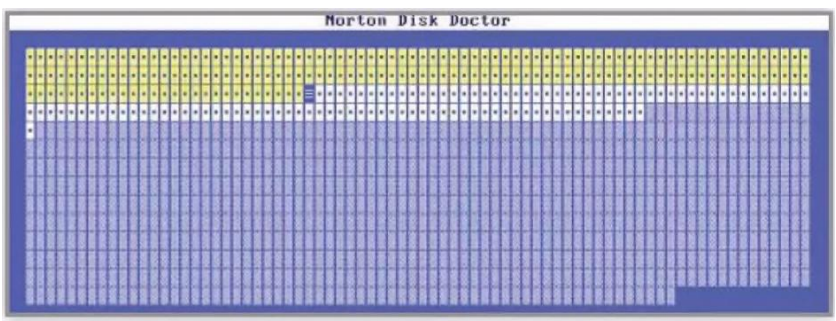


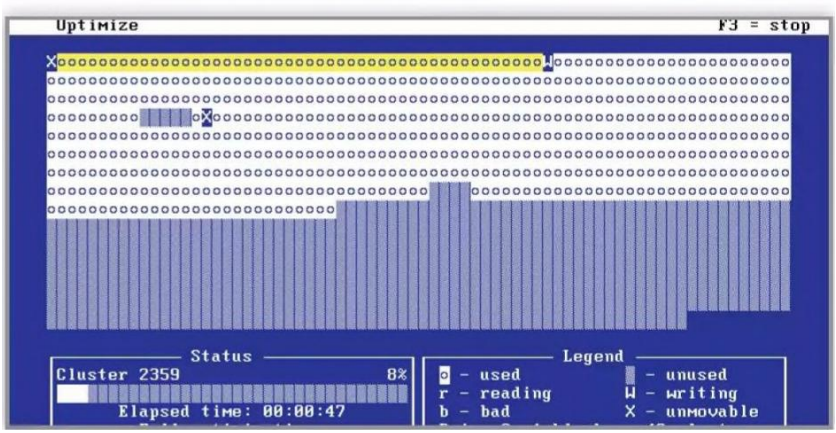




Defragment Your Hard Drive The act of Defragging your drive goes back to the early days of computing, where data was written to the drive in various sectors across the disk platters. This data could be spread all over, taking time to read, so a Defrag packs it all neatly into readable areas. Defrag Most of us have a modern PC with a relatively modern operating system installed on it, regardless of whether that's Windows 11, macOS or the latest distribution of Linux. These systems have been updated and tweaked in accordance with the advanced hardware technology that's now available, and will more than likely see you through a good year or so without you ever having to even look at a defrag tool. Segcuoooras aan tll l beled dedefelel fede -fel- fle] 1 aug {OBBORGOUOOUEE isw Favorites Tools Help =) - (FT | j2seerch J Folders | [Fiz] © Disk Defragmenter 5. y Computer —— File Action View Help +» ®\@m Uptinize ="stop cocoons roped coveGasc0EdoUGGobRGOGOoUdToCOSGUOCS WITTE
60000000000000000000000000000000000000000000000000000000000000000000000000000000
60000000000000000000000000000000000000000000000000000000000000000000000000000000
Bo coc coco oligo
00000000000000000000000000000000000000000000
0000000000000} Jo coocococcc cece e 0000 cee
c0000ccoce000cccoe000ccc0oe0000cco00000000000000
60000000000000000000000000000000000000000000000000000000000000000000000000000000
BO
CCOCCOOCOOCOOOOOOOOCOOOOOCOOOOOOOOCOOCOOOOOOOOO
ococoo000ccc0ce00ccccoc00cccc coo coc
cofillililoo00ccc0000000c0000000000000000 go
coo000000DDDDNDDDDODODDDDDO| | | | : | | | | | remove programs | SS >a setting work Places Estimated disk usage before defragmentation: uments = |i nn 11 | Panel Estimated disk usage after defragmentation: o |i aie 1 : NTFS Analyze Defragmnent Pause Stop View Repo | 28.9 GB 10.9 GB \||| one 1} hi HII Hd {1} | | | | Status 7 Legend C) 8x]| 9 - used §) - unused RENEOUAORURRERREORHUER) | © ading W- writing ine: 68:60:47 d X — unmovable Defragging is one of those utilities that exist to cause arguments. The for camp declare it the best thing you can do with a PC, and therefore it must be done every week. The against camp laugh heartily at the amount of time wasted, watching little blocks being moved around the screen while your hard drive

has the computing equivalent of an extreme workout. Ti Fragmented files [ll Contiguous files [i Unmovable files [] Free space (C:) Defragmenting... 1% Compacting Files ae This option will back up files on the volume.) GB Total Size: 40,9 GB Backup Now... | Although there are studies that show defragging every so often can help older operating systems and hardware, there's nothing concrete that suggests a weekly defrag will help out a modern operating system and hardware. In fact, if you've got a — — solid-state drive (SSD) installed you shouldn't be defragging = a_i — at all, especially if the SSD is one of the first or second generation models. But, and here's where things get a little grey, there are also many experts who think that defragging a modern SSD won't do too much harm, and won't necessarily impede the overall lifetime of the device - since SSDs have a significantly lower read/write lifespan compared to a more traditional, mechanical hard drive. 118 www.pelpublications.com



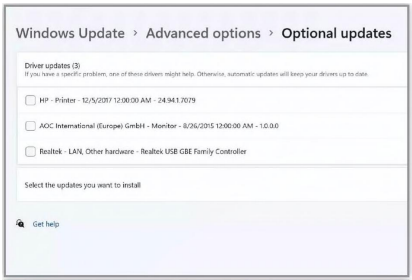


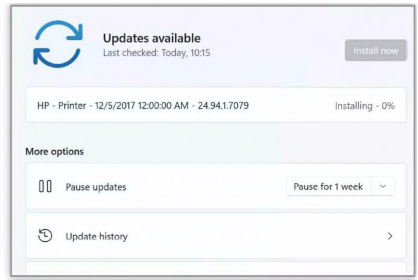
In truth, a monthly check of the state of fragmentation of your drives is considered a good idea. If Windows 11 recommends that you perform a defrag, then go ahead and do one. Otherwise, stick to the old adage: if it ain't broke... So, What is Defragging? As explained in the main intro of this page, over time the operating system will write numerous files to your hard drive. Those files can be the data you're working with, your personal data, work and such, and it can be temporary files that the OS works on in the background. For example, when you browse the Internet, temporary files are created for every page you visit, sometimes many per page depending on what's going on with the page in question. Most of these files are deleted once the browser has been closed down, some aren't. This creates areas of a drive that files now exist on, and areas where files did exist, which causes fragmentation. Each of these blocks of saved, deleted and moved data soon create fragmented sectors across the physical disk platter (we're talking about hard drives here, not SSDs). As the drive heads move along the platters to retrieve and write data - much like the needle on a vinyl record player - it has to travel more and from one end to the other to fetch the data, due to the inconsistencies created by the frequent writes and deletes. Defragging will move all that readable data to areas at the front of the drive platter, so the drive heads don't have as far to travel to read the data. This speeds up the reading of data, and helps get rid of any unwanted leftovers from the number of times a disk is accessed. Granted it does go into further depth, but we're not going to delve too deep here. If you want to understand more, then we'd recommend you look up defragmentation online. Do SSDs need Defraggi sandisk ss pLus Ask most folks in the know, and they'd say no, an SSD does not need to be defragged. This is understandable, as there are no physical platters or drive heads. The data written to an SSD viaa modern operating system is often put into a temporary position first, then committed to an area of the drive. If you defrag an SSD, then you're moving temporary files around before they're committed, then moving them once they are, so you're doubling the workload of the SSD. And, as we've already mentioned, an SSD has a much lower read/write lifetime than a mechanical drive. Defragment Your Hard Drive Plus, mechanical drives have average read/access times of around 15ms, whereas an SSD has access times measuring in the

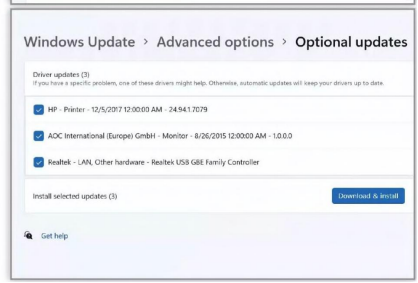
0.1ms mark. So a defrag won't make any difference in access times. However, even ones and zeros written to solid state memory can get slightly fragmented over time. In which case, it's often best to check the state of the drive. Devices and drives (2) ads rH Local Disk (C) NEO Storage (D:) — ome | 177 GB free 13 GB CGC @ Network locations (2) | NASDrive ll Open Enter ASDrive] — (4 Open in new window D: .. Tica Turn BitLocker on rage (D:) Format... Pin to Start Alt + Enter a & 3 Pin to Quick access x? 8 Properties To do this, right-click the drive in File Manager, select Properties from the menu. Click the tools tab, and click the Optimise button in the Optimise and Defragment Drive section. Security Previous Versions Quota General Tools Hardware Sharing Error checking This option will check the drive for file Gm system errors. [| _ Hcheck Optimise and defragment drive Ys Optimising your computer's drives can help it to run more efficiently. Optimise In the Optimise Drives window, click Analyse, to check the state of the drive. If Windows 11 recommends a defrag, click the Optimise button. & Optimise Drives = x You can optimise your drives to help your computer run more efficiently or analyse them to find out if they need to be optimised. Only drives on or connected to your computer are shown. Status Media type Solid state drive 4, isk drive Last analysed or 0... Current status last retrim) Advanced View Analyse optimise Scheduled optimisation On "Pchange settings Drives are being analysed on a scheduled cadence and optimised as needed Conclusion In short, checking on the health of your drive(s) is something you should factor into your monthly computer checks - updates, AV updates, drivers etc. However, you may never need to use a defrag during the lifespan of your Windows 11 PC.

“| Update Your \| Device Drivers Keeping your device drivers up to date ensures that your Windows 11 computer is running at its maximum efficiency. Using the latest drivers for your peripherals and internal devices improves performance and keeps Windows 11 secure. Updating Drivers There are different ways to keep your device drivers up to date. One of the easiest is via the Windows 11 Updater. Here’s how it works. Updating your device drivers through the Windows Update service is a perfect solution for those who don’t want to trawl the manufacturer support web pages or forums for the latest drivers. To start click on the Windows button in the taskbar. Go to the Windows Update Section, and look for the Advanced Options entry. © Settings David Hayward davidhaywardii9@googlemailcom, Find a setting Windows Update f X You're up to date RKO Last checked: Today, 10:15 More options System Bluetooth & devices 00 Pause updates a 6 © Network & internet af Personalisation a Update history Apps Accounts Advanced options Delivery optimisation, optional updates, active hours, other update 4 Windows Insider Programme Time & language Within the Advanced Options window, click on Step 2 the Optional Updates entry. In here are where all the official Microsoft supported updates for your device drivers will be, among other specific updates for non-Microsoft related apps. You may need to click the Driver Updates entry to expand and view what’s available. Windows Update » Advanced options >» Optional updates Driver updates (3) If you have a specific problem, one of these drivers might help. Otherwise, automatic updates will keep your drivers up to date. f HP - Printer - 12/5/2017 12:00:00 AM - 24.94.7079 (_) AQCc International (Europe) GmbH - Monitor - 8/26/2015 12:00:00 AM - 1.0.0.0 (_) Realtek - LAN, Other hardware - Realtek USB GBE Family Controller Select the updates you want to install f@ Gethelp 120 www.pclpublications.com Step 3 Each individual update, be it a device driver or some update to a third-party, supported product, will have a tick box to the left of its title. Click each device and update you want to have installed, then click on the Download & Install button located in the bottom-right of the current update window, to begin the update process. Windows Update > Advanced options > Optional updates Driver updates (3) Ifyou have a specific problem, one of these drivers might help. Otherwise, automatic updates will keep your drivers up to date. i}

HP - Printer - 12/5/2017 12:00:00 AM - 24.94.1.7079 i] AOC International (Europe) GmbH - Monitor - 8/26/2015 12:00:00 AM - 1.0.0.0 @ Realtek - LAN, Other hardware - Realtek USB GBE Family Controller Install selected updates (3) f& Get help Windows 11 will now download the install the selected updates. Depending on the size of the update and the speed of your Internet connection, it may take some time to download. Once the selected entries are downloaded, they'll automatically be installed and updated. You may need to restart your computer; Windows 11 will inform you if necessary. f™ KY Updates available Last checked: Today, 10:15 HP - Printer - 12/5/2017 12:00:00 AM - 24.94.1.7079 Installing - 0% More options 00 Pause updates Pause fortweek ~ 1) Update history

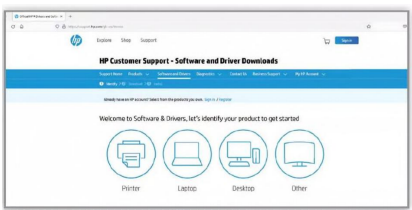

Windows Update › Advanced options › Optional updates
Driver updates (3)
If you have a specific problem, one of these drivers might help. Otherwise, automatic updates will keep your drivers up to date.
HP - Printer - 12/5/2017 12:00:00 AM - 24.94.1.7079
AOC International (Europe) GmbH - Monitor - 8/26/2015 12:00:00 AM - 1.0.0.0
Realtek - LAN, Other hardware - Realtek USB GBE Family Controller
Select the updates you want to install
Get help

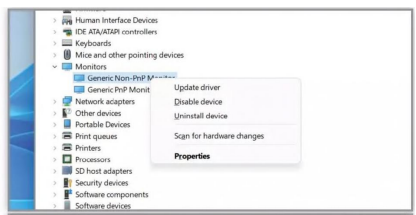


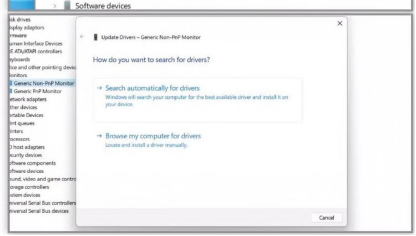

Windows Update › Advanced options › Optional updates
Driver updates (3)
If you have a specific problem, one of these drivers might help. Otherwise, automatic updates will keep your drivers up to date.
HP - Printer - 12/5/2017 12:00:00 AM - 24.94.1.7079
AOC International (Europe) GmbH - Monitor - 8/26/2015 12:00:00 AM - 1.0.0.0
Realtek - LAN, Other hardware - Realtek USB GBE Family Controller
Install selected updates (3)
Download & install
Get help

Finding Other Drivers Update Your Device Drivers Good as it may be, the Windows 11 Update service doesn’t pick up all the latest drivers. A graphics card driver may offer better performance in a new game, so you'll need to look elsewhere. Many device manufacturers develop their own driver update software. The major graphics card manufacturers do (Nvidia and AMD), as well as the processor manufactures, Intel and AMD. For example, Intel uses the Intel Driver and Support Assistant. Simply click the icon in the taskbar, choose Check for Drivers, and you can download the latest available. Support Intel® Driver & Support Assistant loetity your products and yot driver and sftware updates fo mos of your nll hardware. View aU of ex slons © Default string Step 2 You may need to dig a little deeper to locate updated drivers for your devices. Printers are often covered by the Windows 11 Update service, but they can take time to filter through the service before reaching your desktop. To check on the latest drivers, go to your printer manufacturer’s support page, look for drivers and find the product you have. ‘rway nave on acer? Setar the pagers O¥N Sev / esa Welcome to Software & Drivers, let’s identify your product to get started Other | Step 4 | There are times when you may need to force Windows 11 to look for an updated driver beyond the one that it’s installed by default. When you connect a device, Windows 11 will automatically interrogate the device, and install the driver that fits the device signature. However, these aren’t always the best drivers. Right-click the Windows Start button, and select Device Manager. Power Options Event Viewer Device Manager Network Connections Disk Management Computer Management Step 5 From within Device Manager, find the newly installed device from the available list of categories. Click the arrow to the left of it to expand its details - in case there are more than one device available in the category. Right-click the device, and select Update Driver. This will open a new Update Driver window. fi Human Interface Devices "® IDE ATA/ATAPI controllers & Keyboards @ Mice and other pointing devices ® Monitors Generic Non-PnP MV [i Generic PnP Monit @® Network adapters © Other devices i Portable Devices & Print queues Update driver Disable device Uninstall device Scan for hardware changes © Printers DD Processors BB SD host adapters Wy Security devices Software components Properties | Step3 | Graphics card are devices that frequently having driver updates.

This is mainly due new games being released, and tweaked for certain cards, be that an NVIDIA or AMD card. There are also security fixes, and quality updates that can be applied, as well as some performance updates over time. Windows 11 is still quite young, so expect better drivers over time. READY DRIVERS /s Software devices The Update Driver window enables you to search for the device driver. There are two options: you can have Windows 11 automatically search your computer for updated drivers, or you can specify a location for Windows 11 to look for any drivers (such as any you've downloaded). Click the option that applies best for you. Bl Update Drivers — Generic Non-PnP Monitor How do you want to search for drivers? » Search automatically for drivers Windows will search your computer for the best available driver and in > Browse my computer for drivers ' . iversal Serial Bus controllers versal Serial Bus devices www.pelpublications.com 121

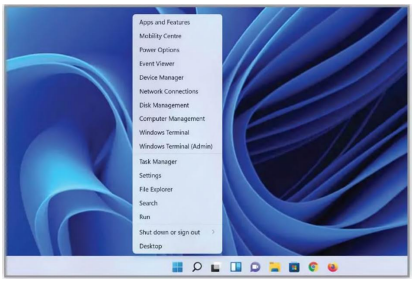

HP Customer Support - Software and Driver Downloads
Welcome to Software & Drivers, let's identify your product to get started
Printer
Laptop
Desktop
Other

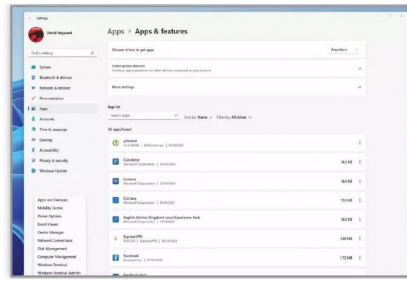



Update Drivers – Generic Non-PnP Monitor
How do you want to search for drivers?
Search automatically for drivers
Browse my computer for drivers
Cancel

_|_)) Using the ee! Power Menu Windows 11 boasts a secret power menu, that gives you access to several useful system and maintenance tools and features. We show you how you can use it to your advantage to quickly access networking settings and extra features that power users need. Power Up The secret Power Menu enables the more advanced Windows 11 users among you to quickly access key settings that you probably commonly use, but are buried deeper within the system. Start it Up Open the Power Menu using the Start button, but instead of just left-clicking it to open the Start menu, right-click the button. Note that you can also shut down or sign out here, too. This menu was originally created for users who felt the old Windows 8 Start screen didn't give them access to what they needed. Apps and Features Mobility Centre Power Options Event Viewer Device Manager Network Connections Disk Management Computer Management Windows Terminal Windows Terminal (Admin) Task Manager Settings File Explorer Search Run Shut down or sign out Desktop =OuMOUBEC Se There are numerous shortcut access options available in the Power Menu. For example, you can access the new Windows 11 Terminal, both as standard access or as an elevated, Administrator access. You can also Run commands directly from the Power Menu, Search for files or folders, and more; plus view your Windows 11 Events and logs. BI Windows PowerShell 122 www.pclpublications.com Uninstall Desktop Apps The topmost available option within the Power Menu, Apps & Features, takes you directly to the Apps section within the Windows 11 Settings. From here, you can modify, uninstall and get to advanced options for all the apps you currently have installed on your system. It may only save a couple of clicks, but every shortcut saves time. Apps > Apps & features You can access the Power Menu by pressing the Windows key + X on your keyboard. As well as Hot Keys opening the Power Menu, it enables you to use hot keys to quickly launch any of the options within the menu. You can only use the hot keys if you use the Windows shortcut key to open the Power Menu - unless Microsoft change that option in a future update. Option HotKeys Description Programs (Apps) & Features F Opens Windows Programs & Fealures Mobility Center B Launch Windows Mobility Center Power Option ° Opens Windows Power Options Event Viewer v Opens Windows Events viewer System Y Opens Windows Systems Properties Network Connections w Opens

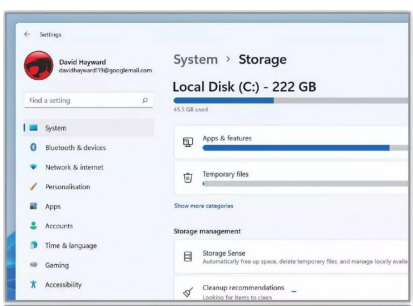
Network Connection pane Disk Management K Opens Disk Management on Windows Computer Management G Opens Computer Management settings Command Prompt € Opens Windows Command Prompt L__Command Prompt as Admin_tA___ Opens the Command Prompt as Admin



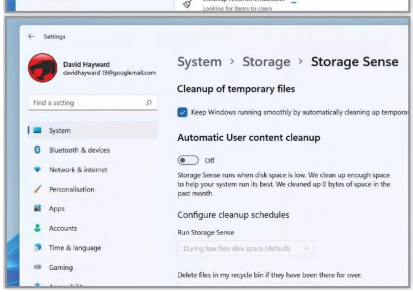


Using Power Menu - Storage Sense Storage Sense Carrying over from Windows 10, Windows 11's Storage Sense helps keep your computer in tip-top shape by deleting unwanted content as your hard drive begins to run out of space - which it inevitably will do. Sense and Sensibility Storage Sense looks different in Windows 11 compared to Windows 10, so if you're used to using it, check this page out first to see how it works. Step 1 To get to the Storage Sense options, click on the Windows Start button, and go to Settings > Storage > Storage Sense. Alternatively, you can get there via the Power Menu (right-click the Windows button, or press the Windows key + X) and choose Settings, then Storage. € Settings David Hayward davidhaywardi19@goaglemail.com Find a setting 2 System >» Storage Local Disk (C:) - 222 GB 45.5 GB used System ' Apps & features Bluetooth & devices = Network & internet Ww Temporary files Personalisation ' Apps 'Show more categories Accounts Storage management Time & language Fy _ Storage Sense Gaming Automatically free up space, delete temporary files, and manage locally availa! ef "leatuprecommendations _ Looking for items to clean Accessibility Click the Storage Sense option within the Storage Step 2 section, if you haven't already done so. Don't worry about turning on just yet, though. In Storage Sense you have a number of options available. The first is enabled by default: 'Cleanup of temporary files, which will remove unnecessary temp files from your system as you update Windows 11. © Settings David Hayward davidhayward 19@googlemail.com Find a setting 2 System > Storage > Storage Sense Cleanup of temporary files @ Keep Windows running smoothly by automatically cleaning up tempora| | @ system = Automatic User content cleanup Bluetooth & devices @) on Network & inte at ga aaa Storage Sense runs when disk space is low. We clean up enough space to help your system run its best. We cleaned up 0 bytes of space in the Personalisation past month. Apps Configure cleanup schedules Accounts Run Storage Sense Time & language Gaming Delete files in my recycle bin if they have been there for over: Click the sliding button to enable Automatic User Content Cleanup. Here you can opt to configure cleanup schedules, such as removing files every day, week or month; or just when Windows 11 reports that your hard drive is running low on space. © Settings System > Storage > Storage Sense David Hayward davidhayward!!9@googlemail.com Cleanup

of temporary files Find a setting a LL. . er iv} Keep Windows running smoothly by automatically cleaning up temporal 1 system a Automatic User content cleanup oo Storage Sense runs when disk space is low. We clean up enough space to help your system run its best. We cleaned up 0 bytes of space in the past month. Bluetooth & devices Network & internet Personalisation Apps Configure cleanup schedules Accounts Run Storage Sense Time & language During low free disk space (default) Gaming Delete files in my recycle bin if they have been there for over: 30 days (default) Accessibility Step 4 You can choose when to delete files in your Recycle bin. The default is 30 days, but you can opt for 1, 14 or 60 days. Files in your Downloads folder can be auto-deleted if they haven't been opened for more than 1 day, through to 60 days. However, ensure you backup your files, if Storage Sense deletes them from the Downloads folder. Delete files in my recycle bin if they have been there for over: 30 days (default) v Delete files in my Downloads folder if they haven't been opened for more than: | Never (default) 1 day 14 days 30 days 60 days www.pelpublications.com 123



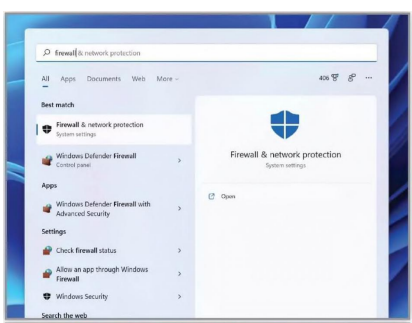
Settings
David Hayward
System › Storage › Storage Sense
Cleanup of temporary files
Automatic User content cleanup
On
Configure cleanup schedules
Run Storage Sense
During low free disk space (default)
Delete files in my recycle bin if they have been there for over:
30 days (default)


Settings
David Hayward
System › Storage › Storage Sense
Cleanup of temporary files
Automatic User content cleanup
Off
Configure cleanup schedules
Run Storage Sense
Delete files in my recycle bin if they have been there for over:

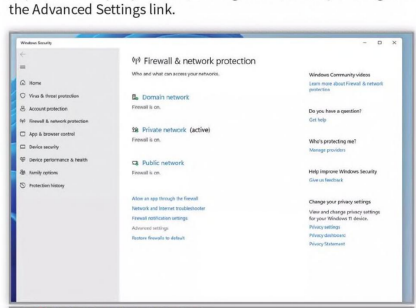
Delete files in my recycle bin if they have been there for over:
30 days (default)
Delete files in my Downloads folder if they haven't been opened for more than:
Never (default)
1 day
14 days
30 days
60 days

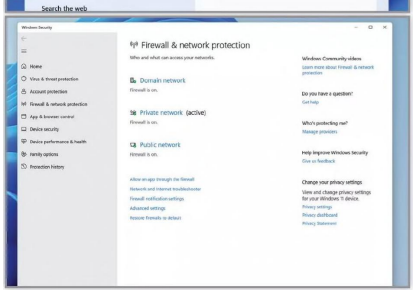
Improving the Windows 11 Firewall The built-in Windows 11 firewall is a surprisingly good security application. While it may not be as efficient as something offered by one of the third-party security suites, it's certainly more than adequate for the average user. Getting to Know Your Firewall Generally, there's little need to ever configure the Windows 11 firewall. However, getting to know how it works and improving it, is part of being more security conscious. Here's some tips on how to better manage it. Step 1 You can open the main Windows 11 firewall console window by clicking on the Windows Start button and entering 'firewall' into the search box. Click the returned link, Firewall & Network Protection, to launch it. D firewall & network protection All Apps Documents Web More Best match le Firewall & network protection System settings Firewall 6 network pec @ Windows Defender Firewall Control panel stem settin Apps sg Windows Defender Firewall with Advanced Security Settings @ Check firewall status 2 Allow an app through Windows Firewall W Windows Security The Windows 11 firewall console window should Step 2 : be On by default, unless you've installed a third-party security suite which contains its own firewall. There are two kinds of network listed: Private and Public (and Domain if you have Windows 11 Pro version). Private is for home or work, whereas Public is for cafés and the like. 6p) Firewall & network protection Who and what con acess your networks @ Home © Virus & threat protection Be Domain network & Account protection fice 07 '0 Firewall & network protection tg Private network (active) Firewalls on, iB Bates corer A = Public network Freya on. Help improve windows Security ive us feedback & ramity options © Protection history 'Change your privacy settings View and change privacy settings for your Windows 11 device 124 www.pclpublications.com Step 3 Under the status of the networks are some links that will help you configure and improve the firewall, as well as turning it on or off (which isn't recommended under any circumstance other than the installation of an improved third-party firewall). To begin with, start by clicking on the Advanced Settings link.) Firewall & network protection Who ane what can accets your networks Windows Community videos is wut Firewall & network © Vines & shreat protection &% Domain network Se Nees Demon mete. Do you have a question? (0 Firewall & network protection Get hel t@ Private network (active) Frrewal i

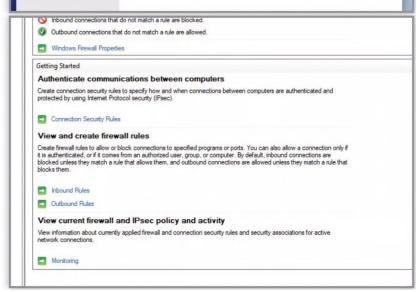
on © App & browser control Who's protecting me? 1 Device security Manage provider @ Device periormance & heaith 85 Family options @ Public network Help improve Windows Secutity © rrtection history The Advanced Settings link launches a new console window. This new console defines the inbound and outbound rules for the entire system and its installed programs and applications. You can set authentication rules between computers, view and create new firewall rules, view the current firewall policies, and even monitor what's being blocked in real-time. (@ Outbound connections that do not match a rule are allowed. © Windows Firewall Properties Getting Started Authenticate communications between computers Create connection securty rules to specify how and when connections between computers are authenticated and protected by using Intemet Protocol security (IPsec) BB Connection Securty Rules View and create firewall rules Coan fl de oi or ck scr spactied open pat, You con sin ston x conection aly itis authenticated, orf t comes from an authorized user, group. or computer. By default inbound connections blocked unless they match a: de tet clows the, jad cudbound carriers ars acaed trios thoy stich nde th blocks them ©} inbound Rules BD Outbound Rules View current firewall and IPsec policy and activity View information about currently applied firewall and connection security rules and security associations for active network connections. Monitoring



the Advanced Settings link.

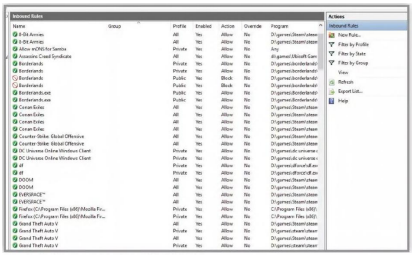


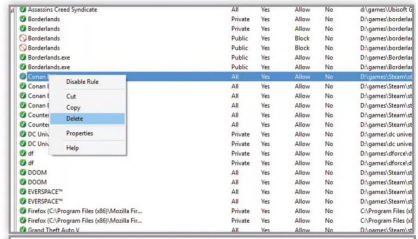


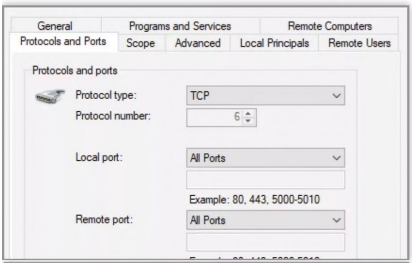


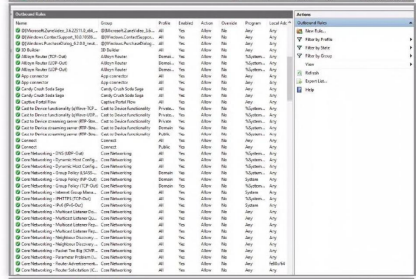
Click on Inbound Rules to the right-hand side of the main console window. This will list the current rules that allow traffic onto your computer and to the applications that require it. For example, in this screenshot there's rules for various games that allow multiplayer interaction and the ability to 'talk' to the game server, as well as install updates. Program . DAgernes\Steem\stean DAgernes\steami\stean Any Agames\Ukisoft Gam Name Ob-2tAmie 8-31 Armies @ Allow mONS for Samba O Aerasine Ceed Syncicte z @ Borderlands G Borteriands (Borderlands GQ Borderlands G@ Borderands.exe Oborierandt.ce @ Conan Exiles @ Conan Exes @ Conan Exes (@ Conan Exiles @ CounterStrike: Global Offensive @ Courter-stike: Global Offensive @ DC Univerce Online Windows Client OD Universe Online Window Client DAgemes\bordertands: DAgemesiberderlands) DAgames\berdertands) DAgernesiberderlends} DAgames\Borderiands> DAgamec \Berderlands) DAgames\Stesm\stean DAgernes\Steemi\stesn DAgames\Steam\stean DAgames\Stesm\stean DAgemes\Stesm \stesn DAgares\Stesm\stean DAgames\de universe DAgames\de universes DAgernes\dforce\dt-or DAgames\dforce\dten DAgames \Stesm\stesn DAgemnes\Stesm\stean DAgernes\steam\stesn DAgernes\Steamistean CA\Program Files b)\ CCA\Progtem Files (x26), DAgames\steam\stean DAgames\ctear\ctearr DAgemes \Steem\stean DAgarnes\steam\stearr @ evensrace™ @ evenseace" {0 Freon (CAProgram Files (96) Mesila Firs. @ Freox(CAProgim Files (86)\Mesila Fim. © Grand Thet Auto O Grand Theft Auto (0 Grand Theft Auto @ Grand Theft Auto V These rules are automatically entered into the firewall when you install the program, game or app. When you install a program you're required to accept and authenticate the process, clicking on Yes to start the installation. This level of administrative access also allows entry of the program into the firewall. Pick one of the entries and double-click it. FFI FFT TFA FF FT TFA CFF TF eR FFF TF Private D:\games \borderlands\ Public D:\games\borderlands\ Public D:\games \borderlands\ Public Yes N DA\games\Borderlands\ DA\games \Borderlands\ D:\games\Steam\stean DA\games\Steami\stean D: \games\Steami\stean DA\games\Steami\stean DA\games\Steam \stean D:\games\Steam\stean DA\games\de universe « DA\games \de universe ¢ DA\games\dforce\dt.en D:\games\dforce\dt.en DA \games\Steami\stean DA\games\Steam\stean D:\games\Steam

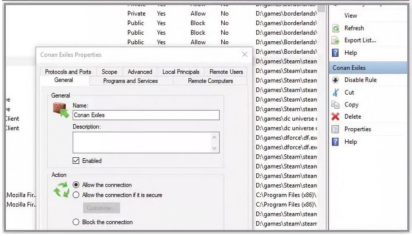
\stean D:\games\steami\stean C:\Program Files (x86)\ C:\Program Files (x86)\ D:\gemes\Steam\stean D:\gemes\steam\stearr Remote Computers sh © Alow the connection Sad © Mow the connection fie secure Costorere © Block the connection The properties of each firewall entry allow a greater degree of control for that particular program. You can change the name of the entry, allow or block the connection, define the physical location of the program on your computer, allow access to the program from remote computers, set the protocol and port number it'll use, and even which network controller to use. General Protocols and Ports Programs and Services Remote Computers Scope Advanced Local Principals Remote Users Protocols and ports SF Protocol type: Protocol number: Local port: All Ports Example: 80, 443, 5000-5010 All Ports Improving the Windows 11 Firewall Step 8 Sometimes, uninstalling a program doesn't automatically remove it from the Windows firewall. The exact reasons why are varied, but to help improve the efficiency of the Windows firewall, whenever you remove a program from your system, it's worth checking the firewall to see if its entry has been deleted. To delete an entry, right-click then select Delete from the menu. I) WF Assessins Creed Synd A dgames\Ubiso © Borderlands Private D:\games\borderlar @ Borderlands Private © Borderlands Public © Borderlands Public @ Borderlands.exe Public @ Borderlands.exe Public O Conant Conant @ Conant @ Counter @ Counter @0C Uni GC Uni Oa Oa 000m @ 000m (@ EVERSPACE™ (EVERSPACE™ @ Firefox (C:\Program Files (x86)\Mozilla Fir... @ Firefox (C:\Program Files (x86)\Mozilla Fir... You may not want to delete a rule as it could be used later, or if you re-install the program and it fails to re-create the firewall entry. The recommended process then is to block the rule from communicating with the outside world. To do this, double-click the rule, and from the General tab click the Block the connection button. Similarly, the Outbound Rules link will detail the various programs that are allowed to communicate from your computer to an external destination. It's good practise to familiarise yourself with the rules of the firewall, as a rogue program will need to set a rule to communicate. You can then block that rule and stop the threat from reporting out. Heme @ eWvicrrchZurelides 1622511064. 8 2tWindows Corect5uppor 100056 @ c(indowe Dctasetang 6200.00 p UE RO SERENE Che PaUEe MeO nne sre nns sgnoe www.pclpublications.com 125

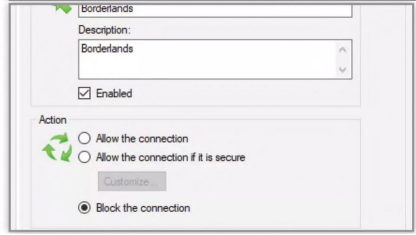



Disable Rule
Cut
Copy
Delete
Properties
Help


General
Programs and Services
Remote Computers
Protocols and Ports
Scope
Advanced
Local Principals
Remote Users
Protocols and ports
Protocol type:
TCP
Protocol number:
6
Local port:
All Ports
Example: 80, 443, 5000-5010
Remote port:
All Ports

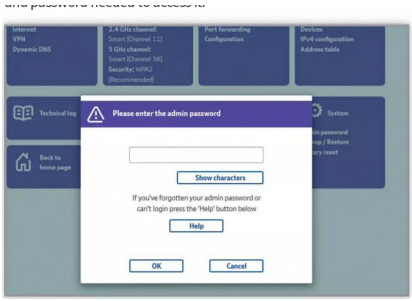


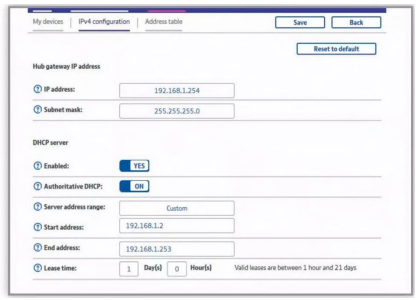



Borderlands
Description:
Borderlands
Enabled
Action
Allow the connection
Allow the connection if it is secure
Customize...
Block the connection

Secure Your Home Network We've mentioned previously that an attack doesn't always come from the other side of the globe but can indeed be a little too close to home at times. Home network hacking is possible with the simplest of tools; easily found on the Internet. Network Protection Without being too paranoid, it's remarkably easy to get into a neighbour's home network. If you live in a block of flats or you use powerline adapters, you may need to consider these ten steps for better network protection. The most common entry point to gain access to your network is via the router. The router from your ISP may well be offering the latest forms of encryption but it doesn't take a genius to trawl the less reputable sections of the Internet to obtain a list of passwords. Therefore, change the default username and password needed to access it. /\ Please enter the admin password If you've forgotten your admin password or can't login press the Help' button below Most routers these days come with a form of authentication called MAC (Media Access Code) address filtering. Every networkable device, computers, tablets, games consoles, come with a unique MAC address. The filtering allows you to enter the MAC addresses of your devices, so only they can be used on your router. Consult your router documentation for more details if required. Wireless Access Restnctions | Wireless MAC Filter Security 2 Gaming Wireless MAC Filter Wireless MAC Filter = Prevent : © Enable ' Prevent PCs listed from accessing the wireless Disable penml ay? = ® Permit only PCs listed to access the wireless network & uilinksys.com/files/(WRT54GL/4.30.0/WirelessMAC-Listhtm MAC Address Filter List Enter MAC Address in this format © xxxxxxxxxxxx Wireless Client MAC List 126 www.pclpublications.com Application It can be a pain but try disabling DHCP on your router and opting for static IP addresses. Every device that connects to a DHCP router will receive an IP address. By eliminating that you get to specify the address range available. It's not fool proof but it's worth considering. \Pv4 configuration My devices Address table Hub gateway IP address @ IP address: 192.168.1.254 @ Subnet mask: 255.255.255.0 DHCP server @ Enabled: @s) @ Server address range: Custom @ Authoritative DHCP: @ Start address: 192.168.1.2 @ End address: 192.168.1.253 0 | Hour(s) Valid leases are between 1 hour and 211 days @ Lease time: | a | Day(s) According to Trustwave's 2013

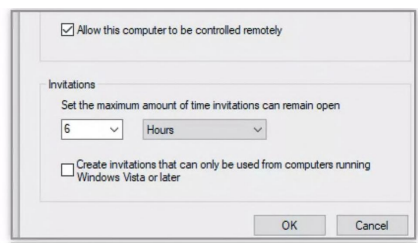
Global Security Report, many home network hacks are conducted when the household is away or asleep. This leaves the hacker with ample opportunity to steal bandwidth and view files you may have ona NAS drive. The short, simple solution is to power off the router at night or if you go out for the day.

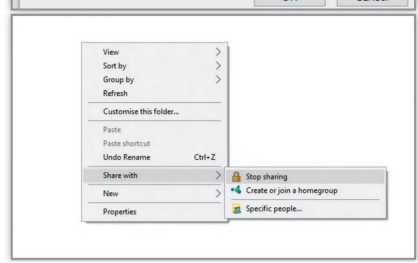

Please enter the admin password
Show characters
If you've forgotten your admin password or can't login press the 'Help' button below
Help
OK
Cancel



Powerline adapters are an excellent resource for connecting wired network devices, without trailing lengths of cable around the home. However, depending on the adapter, it is possible to use another adapter to gain access to yours. In newer homes it's an easy enough task to pick up another user's network, so use the Encryption button if the adapter has one. 4 2 CHNGA [7 pe Networking a home with Ethernet cables isn't a difficult project and it offers faster connection speeds than that of wireless. However, if you're living in shared accommodation or a block of flats, make sure that any unseen cable lengths can't be accessed by a neighbour. It's easy enough to splice into an Ethernet cable and steal bandwidth. Consider using a network mapping program, such as Open-AudIT, to gain a better understanding of what devices are attached to your network. Become familiar with the addresses, manufacturer, model IDs and so on of every connected object. That way, should anything new appear, you'll know it's not something you allowed. HOME QUERIES ADMIN HELP List Devices system-1 Workstation —«172.16.0.1 Microsoft(R) Windows(R) XP Professional 172.16.0.0, All, Windows, xP 172,16.0.0, All, Debian, Linux system-11 All, Linux, Virtual Status production system-2 Manufacturer VMware 172.16.0.0, All, Win7, Windows 172.16.0.0, All, Linux, Ubuntu syster-10 172,16.0.10 @ Debian Sarge » Tne. 7 Ultimate Model VMware Virtual Platform Serial 1234511 Form Factor Other (i vmware system-3 system-4 10.255.0.0, All, Printers system-5 Printer 10,255.0.5 & HP Laserjet 4100tn 10,255.0.0, All, Printers system-6 Workstation -192,168.0.6 Microsoft(R) Windows(R) XP Professional * 10.255.0.7 A Microsoft Windows 2000 Server 192.168.0.8 ar 192.168.0.0, All, Windows, XP system-7 10.255.0.0, All, Win 2000, Win Sv1 system-8 Router Cisco 1841 Router (10S v10.1) 192.168.0.0, All, Routers system-9 Router 192,168.0.9 tse Cisco 1841 Router (IOS v10.1) 192.168.0.0, All, Routers Secure Your Home Network Sharing resources and files from one computer to another is perfectly fine but consider sharing less if you live in close proximity to others. Once a hacker has gained access to your network, getting to any shared folders you have will be a doddle. In extreme cases don't share anything, but generally tighten password control. View Sort by Group by Refresh Customise this folder... Paste Paste shortcut Undo Rename Share with New > } Create or join a homegroup Properties Step 9

Remote administration on both the router and computer certainly can help you out when you're not at the keyboard. Perhaps you connect to your home network from work? Whatever the reasons, it does leave a potential gap in your home network security. Consider closing it completely or double-checking the authentication is top notch. M Allow this computer to be controlled remotely Invitations Set the maximum amount of time invitations can remain open 6 v Hours v [Create invitations that can only be used from computers running Windows Vista or later If you run a small office make sure that all your wall ports are located in areas where they are secure. Behind desks and generally away from where the public or any visitors may be able sneakily plug a laptop in.


Allow this computer to be controlled remotely
Invitations
Set the maximum amount of time invitations can remain open
6
Hours
Create invitations that can only be used from computers running Windows Vista or later
OK
Cancel



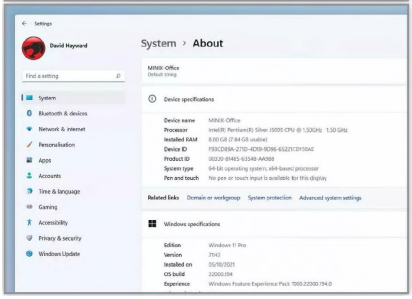
How a VPN Can Improve Windows Security We've emphasised the enhanced privacy that a VPN offers when you're connected to its services, and the heightened levels of anonymity, but what security benefits does a VPN bring to a Windows 11 computer with an antivirus program already installed? Security Beyond Anonymity It's a good question: how can a VPN improve Windows security? While the privacy side is well catered for, there are some good security enhancements and features a VPN brings to the table. This doesn't happen often, but an ISP can To expand the previous feature, VPNs filter web become compromised and details of user pages that are dangerous or contain threats. Even activities leaked or stolen. Using a VPN can hide your browsing with a good antivirus client installed, you can still access a dangerous activity from trackers and even your ISP, enabling you to browse site. Using a VPN prevents the site from even being loaded. without the fear of having your details leaked or accessed by others. \le CyberGhost has protected you from malicious content! '=-\1\|¢-.2) _ ManyVPN providers utilise a level of antimalware 'S-=)1)/¢-2| The connection between you and the VPN server into their security layers. This enhances your is encrypted to the highest possible standards. security by filtering any downloads through the VPN first. Should This makes it near impossible for some external element to gain there be a virus present, then it can be removed or stopped at the access to the data you're transmitting. Online banking and shopping VPN before it even reaches you. are extremely secure with a VPN. 128 www.pclpublications.com

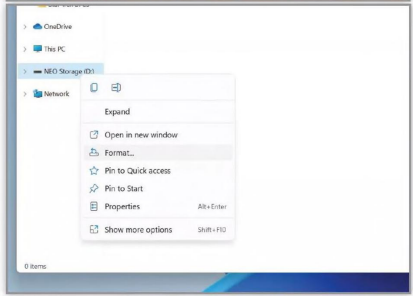
Malware

Public and free Wi-Fi hotspots are notorious when it comes to mobile security. Anyone with a little knowledge and some free tools via the Internet can intercept public Wi-Fi networks and hijack your connection, revealing all your data. AVPN encrypts the data and protects you. If you're working abroad, or you're a remote worker, a VPN connection to the company's servers ensures that all the sensitive business data remains secure. It's difficult for a company to ensure 100 per cent security with mobile and off-site workers, but a VPN provides a secure tunnel straight to the company itself. Say ke Ese 10001 0037001010100] PPO : 220: 7770 2077 I 277 BEER ove Kg cA \ The availability of iOS and Android VPN clients means that your call data and data stored on your device is also secure. Mobile VPN apps use the same levels of protection and security, so your data can't be stolen when you're not even aware of it. Most VPNs also add an extra layer of security whereby they actively block any advertising from websites. Internet ads are a necessary evil in some ways, as they provide much-needed funds for your favourite freely available websites. However, some contain malicious content and need to be blocked. Using HTTPS instead of HTTP utilises the secure side of the Internet protocol. Sadly, it's not always implemented either in browsers or by users. Many VPNs force all websites to use the secure connection that a HTTPS site offers, thereby enhancing your browsing security. In some countries, data retention laws are quite archaic, meaning governments and other bodies are able to access your data log for as long as you've been able to access the Internet. A good VPN won't detail any logs of your browsing and in most cases won't even hand over any personal information relating to you to other agencies. www.pelpublications.com 129

How to Create a Recovery Drive Arecovery drive is a useful way to ensure that you don’t lose data in the event of a critical malfunction. It can help you both troubleshoot and fix problems, even if the PC won’t start as it normally would. All you need is a blank, formatted USB flash drive. Protecting Your PC and Files Creating a recovery drive is a relatively simple process. It does however take a bit of time to create but it’s worth the effort as it could save you a lot of frustration in the future. Step 1 The first thing you need to do is find a USB drive Step 3 Your USB drive needs to be wiped of everything that is large enough and then make sure it is currently on it before the recovery drive is created. ready to be used. The USB drive you decide to use won’t be able You can do this during the set up process later or you can format it to be used for anything else like storing other files, etc. so make yourself right now: a useful thing to know how to do. Insert your sure it is a spare, or bought specifically for the task. USB drive into a free USB slot on in your computer. A basic Windows 11 recovery file will be less than Open the File Explorer on your computer and you 500MB but if you choose to include system files in should see the USB flash drive listed in the sidebar. the backup (recommended), so you can use it to reinstall Windows, _ It will probably be labelled as the (E:) or (F:) drive. Right-click on the you will need much more space. A basic recovery drive can be as drive label and select Format from the action menu. Leave the small as 1GB but a full recovery drive needs to be at least 8GB. settings as default (should be FAT32) and then click Start. Sees > @OneDrive oa) id Dawa System » About mths rc Nun offce) m= NEO Storage (D) Oo @ Find a setting Lat system i Network © Bluetooth & devices Expand Network & internet i y Open in new window 7 Personalisation & Format... @ Apps = Accounts YY Pin to Quick access D Time & language xP Pin to Start Related links Domain or workgroup System protection Advanced system settings Properties Alt+ Enter K Accessibilty HE Windows specifications £3 Show more options Shift+ FID @ Privacy & security @ Windows Update 130

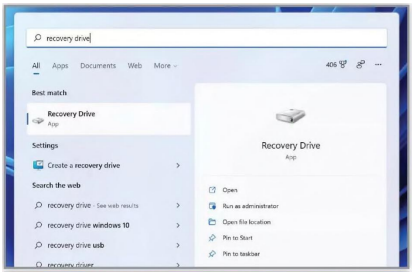
SanDisk

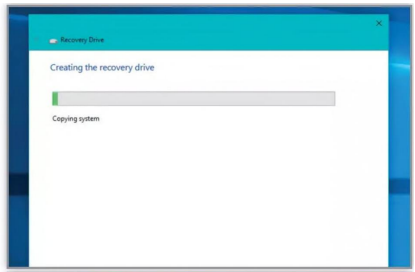

Settings
David Hayward
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
System › About
MINIX Office
Default string
Device specifications
Device name MINIX Office
Processor Intel(R) Pentium(R) Silver J5005 CPU @ 1.50GHz 1.50 GHz
Installed RAM 8.00 GB (7.84 GB usable)
Device ID F93CD89A-27ID-4D19-9D96-65221CD150AE
Product ID 00330-81485-63548-AA988
System type 64-bit operating system, x64-based processor
Pen and touch No pen or touch input is available for this display
Related links Domain or workgroup System protection Advanced system settings
Windows specifications
Edition Windows 11 Pro
Version 21H2
Installed on 05/10/2021
OS build 22000.194
Experience Windows Feature Experience Pack 1000.22000.194.0

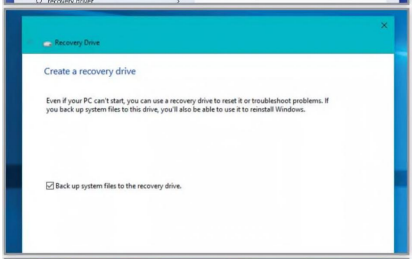

OneDrive
This PC
NEO Storage ID:1
Network
Expand
Open in new window
Format...
Pin to Quick access
Pin to Start
Properties Alt+Enter
Show more options Shift+F10
0 items

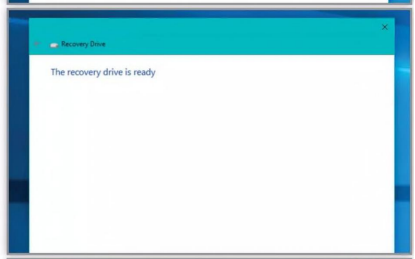
You should now be ready to create your recovery drive. In the search field, type “Recovery Drive” and select the Recovery Drive app result. In newer versions of Windows 11, you might also be able to find the Recovery Drive in the main apps list, opened by clicking the Start menu button. D recovery drive| All Apps Documents Web More » Best match le Recovery Drive * App Settings Recovery Drive App (@ create a recovery drive Search the web Open D recovery drive - See web results Run as administrator D recovery drive windows 10 Open Ris oration! Pin to Start Pin to taskbar PD recovery drive usb Allow the software to “make changes to this PC” Ea and the setup wizard will open. This first screen is where you choose whether you want to back up system files with the recovery drive, so you can use it to reinstall Windows 11. If you do, tick the checkbox and then click Next. Create a recovery drive Even if your PC can't start, you can use a recovery drive to reset it or troubleshoot problems. If you back up system files to this drive, you'll also be able to use it to reinstall Windows. [A Back up system files to the recovery drive. Step 7 After a few moments, you will be asked to select the USB flash drive you wish to use. If you only have one USB drive inserted, it will be the only one shown and will be automatically selected. You are reminded again how much storage space the drive needs, and that all existing data will be wiped. Select the USB flash drive The drive must be able to hold at least 8 GB, and everything on the drive will be deleted. How to Create a Recovery Drive Step 8 Click Create on the next screen and the process will begin. This may take a while to complete, so go make a coffee and leave it to run. A progress bar shows how far along it is, should you need to check. Do not remove the USB drive, or turn off your computer, before the process finishes. Creating the recovery drive Step 9 When the process is complete, you should be prompted to delete the recovery partition on your PC, to save some space; as long as you plan to keep your recovery drive, this is safe to do. If you are not sure, you can leave the recovery partition in place; it can be deleted at a later date if you wish. The recovery drive is ready Step 10 If you did not already have a recovery partition on your computer, you won’t see this step. You will simply be informed that the recovery drive is ready, and to click Finish. Remove the USB drive from your computer and put it somewhere safe. It is a good idea to label the drive so it is not reused.

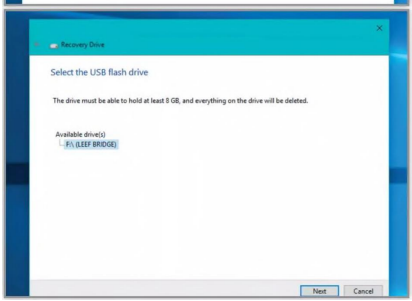
siieemictenaniionmticn @o\S/\Pa|axecae Change Drive Letter and Paths... Format... Extend Volume... ‘Shrink Volume... Add Mirror... [© 599.90 GB NTFS | Hey st, Page ie, condo, Dutt) Properties @ Disk) |10.56 GB NTFS 18.42 GB NTFS 7 [Hey Cogito Healthy (Primary Partit) Wi Unallocated [lf Primary partition ll Extended partition [J Free space [ll Logical drive www.pcelpublications.com 131

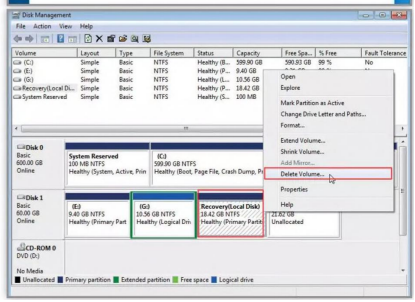





Recovery Drive
Create a recovery drive
Even if your PC can't start, you can use a recovery drive to reset it or troubleshoot problems. If you back up system files to this drive, you'll also be able to use it to reinstall Windows.
Back up system files to the recovery drive.

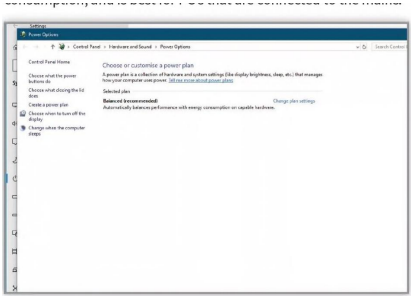


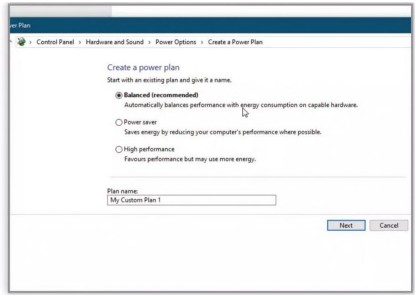

Recovery Drive
Select the USB flash drive
The drive must be able to hold at least 8 GB, and everything on the drive will be deleted.
Available drive(s)
F:\ (LEEF BRIDGE)
Next
Cancel



Windows 11 Power Options If you use Windows 11 on a desktop PC, you might adjust the power options for how long the PC sleeps or when the display turns off when inactive. With a laptop, the Windows 11 power options should definitely be something with which you are more familiar with. View, Switch and Create Power Plans Within the Power Options panel you can choose from preset Windows 11 power plans, or you can create your own based on your computers' power requirements. Step 1 Click on the Windows 11 Start button and enter: Control, then click the first result, Control Panel App. From there, select System and Security > Power Options. Windows 11 will, by default, have selected the Balanced power plan. This is designed to balance performance and energy consumption, and is best for PC's that are connected to the mains. 4D > Control Pane! » Hardware and Sound > Power Options sdware and eyster cattings (ike dieplay brightnec, cep, etc: that manages mote about power plans Selected plan Balanced (recommended) Cheng plan setings 'Autorticaly balances pesformence with energy consumption on capable hardware. Change when the computer sleeps Step 2 On a laptop, you can access the power options by right-clicking on battery indicator in the taskbar tools. There are two other, default power plans alongside Balanced; Power Saver is designed to reduce energy use by scaling back performance when possible. Good for laptops using battery power. 133 Power and sleep settings | 10:49 AB eo ® 13/10/2021 eo 132 www.pclpublications.com The High Performance power plan is, as the name suggests, best for overall performance, but will use more power and is unsuitable for use on a laptop using battery power. To switch between power plans, simply select the one you want to use. For many users, this is all you will need to do. ® > Contro! Panel » Hardware and Sound » Power Options > Create a Power Plan Create a power plan Start with an existing plan and give it a name. @ Balanced (recommended) Automatically balances performance with gr" consumption on capable hardware. OPower saver Saves energy by reducing your computer's performance where possible, OHigh performance Favours performance but may use more energy. Plan name: [My Custom Plan 1 Step 4 To customise any of the power plans, click the link next to the relevant one. The next screen will let you set when the display turns off and when the computer sleeps after inactivity.

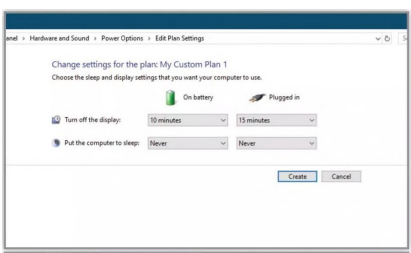
You can also click “Change Advanced Power Settings” to see settings for the hard disk, desktop, USB and processor and more. Advanced settings Select the power plan that you want to customise, then 3 choose settings that reflect how you want your computer to manage power. My Custom Plan 1 [Active] v i Hard disk © Tum off hard disk after On battery (Minutes): [20 Plugged in: 20 Minutes @ Internet Explorer @ Desktop background settings & Wireless Adapter Settings & Sleep & USB settings 2 Intel(R) Granhice Settinne

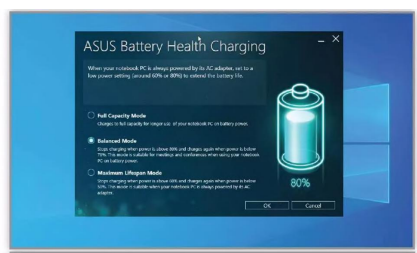

Power Options
Control Panel › Hardware and Sound › Power Options
Control Panel Home
Choose or customise a power plan
Selected plan
Balanced (recommended)
Automatically balances performance with energy consumption on capable hardware.
Change plan settings

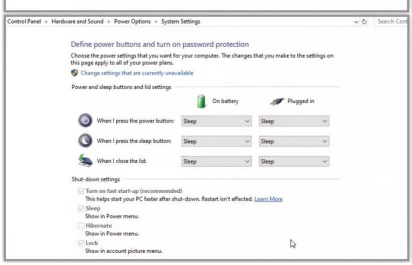

Control Panel › Hardware and Sound › Power Options › Create a Power Plan
Create a power plan
Start with an existing plan and give it a name.
Balanced (recommended)
Automatically balances performance with energy consumption on capable hardware.
Power saver
Saves energy by reducing your computer's performance where possible.
High performance
Favours performance but may use more energy.
Plan name:
My Custom Plan 1
Next
Cancel

You should be fairly careful when changing these advanced settings, especially for things like the processor (although Windows should prevent you from making a damaging change). It is best to make small changes, and then test to see if the change has had the desired effect, before making more. janel >» Hardware and Sound » Power Options » Edit Plan Settings Change settings for the plan: My Custom Plan 1 Choose the sleep and display settings that you want your computer to use. i On battery 10 minutes LW Plugged in (© Tum off the display: 15 minutes Putthe computerto sleep: Never Windows 11 Power Options | Step 6 | Your laptop might have software installed that automatically switches power plans, depending on whether it is working on battery power or plugged into the mains. The settings for this can usually be found in the taskbar tools panel at the bottom right of the screen. ASUS Battery Health Charging Use Your Laptop with the Lid Closed If you want to be able to use your laptop with an external keyboard, mouse and monitor, without having to keep it on your desk and switched on, you need to change some power settings. When you close your laptop lid, the default setting will be for Windows 11 to go into low power sleep mode. This is obviously no good if you are using your laptop with an external monitor, as it will make the laptop unusable. To solve this problem, click on the Battery icon > power and sleep settings in the taskbar. $33 Power and sleep settings | SS ox 10:56 AB FY ® jspo20n O In the Power Options panel, look in the left sidebar for the option to “Choose what closing the lid does”. Click this and you will see the Power button, Sleep button, and lid closing settings. You can change the settings for each individually. Settings include: Do Nothing, Sleep, Hibernate and Shut Down. Control Panel » Hardware and Sound » Power Options » System Settings Define power buttons and turn on password protection Choose the power settings that you want for your computer. The changes that you make to the settings on this page apply to all of your power plans. © Change settings that are curently unavailable i On battery (©) When | press the power button: Sleep Power and sleep buttons and lid settings LF Plugged in ~| [Seep Qi ¥) Seep S When | close the lid: Sleep v| Sleep Shut-down settings Tur on fast start-up (recommended) This helps start your PC faster after shut-down. Restart isn't affected. Learn More Sleep Show in Power menu. Hibernate Show in Power menu. Lock

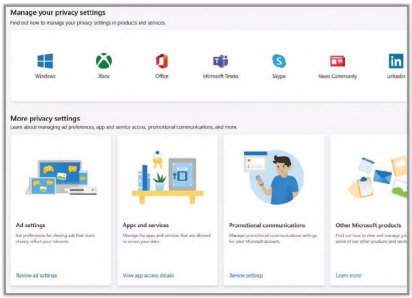
Show in account picture menu. Use the drop-down menus to select what happens when you close the lid, both when on battery and when the laptop is plugged into the mains. When you are happy with your settings, click the Save the changes button and you will be able to use the laptop as a desktop replacement with the lid closed. \2) When | press the power button: Sleep (©) When | press the sleep button: & When I close the lid: Shut-down settings Turn on fast start-up (recommended This helps start your PC faster after shut-down. Restart isn't affected. Learn More Sleep Show in Power menu. Hibernate Show in Power menu. Lock Step 4 If you also take your laptop to different locations out of the house, it is a good idea to revert these changes. If you don’t, you run the risk of having the laptop continue to run while in a bag, etc., which, if the cooling vents are covered, can be damaging to the hardware. www.pelpublications.com 133

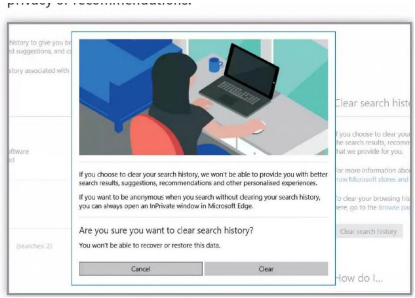

Hardware and Sound › Power Options › Edit Plan Settings
Change settings for the plan: My Custom Plan 1
Choose the sleep and display settings that you want your computer to use.
On battery
Plugged in
Turn off the display:
10 minutes
15 minutes
Put the computer to sleep:
Never
Never
Create
Cancel




Control Panel › Hardware and Sound › Power Options › System Settings
Define power buttons and turn on password protection
Choose the power settings that you want for your computer. The changes that you make to the settings on this page apply to all of your power plans.
Change settings that are currently unavailable
Power and sleep buttons and lid settings
On battery
Plugged in
When I press the power button:
Sleep
When I press the sleep button:
When I close the lid:
Shut-down settings
Turn on fast start-up (recommended)
This helps start your PC faster after shut-down. Restart isn't affected. Learn More
Sleep
Show in Power menu.
Hibernate
Show in Power menu.
Lock
Show in account picture menu.

Manage Your Privac in Windows 11 Controlling security on your computer is important but almost as important is being able to control your privacy settings. Microsoft have launched a web-based privacy dashboard tool and this great tool is available to all Windows 11 users. The Privacy Dashboard The privacy dashboard is web-based rather than in the settings and it allows you to manage multiple devices from a single interface, as long as you are logged in to a single account. Step 1 : : microsoft.com/privacy. If prompted, use your Microsoft account details to log in. You will be logged in to the privacy overview page that lets you quickly see what privacy settings the dashboard contains and controls. Privacy Welcome to your privacy dashboard Along with the main Search, Browsing and Step 2 t r Location privacy categories, if you scroll down to the bottom of the page you will see entries for everything from Apps to Xbox, with simple links to take you to the settings and options for those privacy areas. Manage your privacy settings Find out how to manage your privacy settings in products and services aa vy) Windows Xbox More privacy settings Learn about managing ad preferences, app and servi Review ad settings View agp access detais 134 www.pclpublications.com Open your browser and navigate to www.account. Click on one of the main categories, Search, Browsing, Location or Cortana, and you will see more information. This could include a list of searches you have made or websites visited (in Edge only, not other browsers), interests Cortana has saved for you or locations you have been. Your privacy Search history Each section has a Clear button, whether that is clearing browsing history, search history and so on. It is next to a warning that states clearing data will stop Windows being able to provide you with accurate and relevant information. You need to decide what is more important, privacy or recommendations. If you choose to dear your search history, we won't be able to provide you with better search results, suggestions, recommendations and other personalised experiences. If you want to be anonymous when you search without daring your search history, you can always open an InPrivate window in Microsoft Edge. Are you sure you want to clear search history? You won't be able to recover or restore this data. a

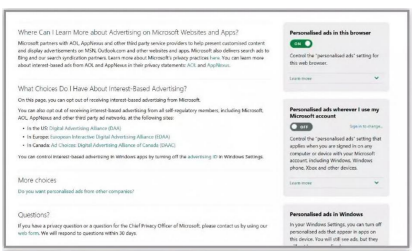

Manage your privacy settings
Find out how to manage your privacy settings in products and services.
Windows
Xbox
Office
Microsoft Teams
Skype
News Community
LinkedIn
More privacy settings
Learn about managing ad preferences, app and service access, promotional communications, and more.
Ad settings
Review ad settings
Apps and services
View app access details
Promotional communications
Review settings
Other Microsoft products
Learn more

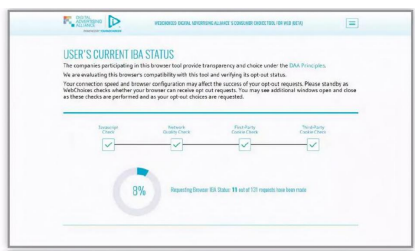

If you choose to clear your search history, we won't be able to provide you with better search results, suggestions, recommendations and other personalised experiences.
If you want to be anonymous when you search without clearing your search history, you can always open an InPrivate window in Microsoft Edge.
Are you sure you want to clear search history?
You won't be able to recover or restore this data.
Cancel
Clear
Clear search hist
Clear search history
How do I...

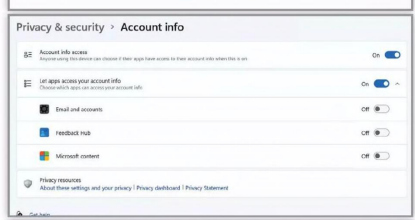
Another useful privacy section in the dashboard is the Advertising Preferences. This lets you control whether personalised adverts are shown to you in the Edge browser. Some of the ads you may receive on Microsoft websites and apps are tailored to your previous activities and searches. Where Can | Learn Mare about Advertising on Microsoft Websites and Apps? Personalised ads in this browser Microsoft parnes with AOL, AppNewus and othe thd party service providers to help present customised content em an caplay advertisements on MSN, Oulok.cm and other webstes and apps Microsoft als ever serch as o Bing and our search syndication panes Lea more about Microsoft' puhacy practices har, You can lan more abot intadt-based ads fm AOL and AppNen inthe pracy statement ADL and Apes Control the "personalised ads" setting for What Choices Do | Have About Interest-Based Advertising? 'On this page, you can opt out of receiving interest-based advertising from Microsoft. You can also opt aut of receiving interest-based advertising from all self-regulatory members, including Microsoft 'AOL, AppNexus and other third party ad networks, at the following sites: + In the US: Digital Advert + In Europe: Evto) + In Canada: Ad Choices: Digital Advertising Alliance of Canada (DAAC) Alliance (OA) Sg ne oange, ive Digital Advertsing Alliance (EDA) Control the "personalised ads" setting that 'applies when you are signed in on any 'computer or device with your Microsoft acount including Windows, Windows phone, Xbox and other devices. 'You can control interest-based advertising In Windows apps by turning off the adveruising 10 in Windows Serings. More choices Do you want personalised ads from other companies? Personalised ads in Windows In your Windows Settings. you can tum off personalised ads thet appear in apps on this device. You wil sil see ads, but they Questions? Ifyou have a privacy question or a question forthe Chief Privacy Officer of Microsoft. please contact us by using our web form. We wil respond to questions within 30 days. Privacy Settings Manage Your Privacy in Windows 11 Step 6 There is also a browser tool that lets you choose if the adverts you see come from companies other than Microsoft. Click the option under More Choices and wait for the Digital Advertising Alliance scan to finish. You can then choose from the list to see adverts from different advert providers. F.Sigie< AIMACE 'WEBCHOICES IEITAL ADVERTESNG ALIANCE'§ CONSUMER CHOICETOOL OR WEB ETA)

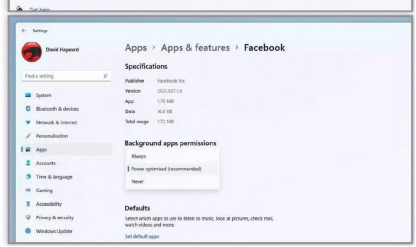
USER'S CURRENT IBA STATUS ‘The companies perticipating in this browser tool provide transparency and choice under the DAA Principles We are evaluating this browser's compatibility with this tool and verifying its opt-out status, ‘Your connection speed and browser configuration may affect the success of your opt-out requests, Please standby as WebChoices checks whether your browser can receive opt cut requests. You may see additional windows open and close as these checks are performed and as your opt-out choices are requested. Requesting Browser IBA Status 11 cut of 131 roqunets have boen rade There are, of course, still privacy options in the main Settings app in Windows 11. This is generally added to and improved with each OS update. Privacy has its own section within the General Privacy , | settings; here there are many different categories covering everything from Location to Background Apps. Click on each of the privacy categories to see the options within that category. Use the slider switches to allow or block privacy actions. © Satins oa) av Hayward Frida senting Privacy & security ‘Windows Security Antivrs, boat, rewll. ane network protection for your dovce system Bluetooth & devices ret dees Track yer dee you ene tie = priors Apps Accounts: rie xn Gaming ~eeoe BNeos Cntre speech recognition fr disation ar! ether sole: aad intaractions 7 We’re using Windows 11 ona laptop peace ares here but if we had a tablet with a SIM card we would be able to get control over which apps were able to send messages over SMS and MMS. You probably want this to be restricted to just your Messaging app; most apps really shouldn’t have access to your texts. Privacy & security » Messaging Messaging access Anyone using this device can choose their apps have access to read text messages with a mobile connection when this is on Let apps read messages Choose which apps can read messages B® reopie @ Privacy resources About these settings and your privacy | Privacy dashboard | Privacy Statement f@ Gethelp & Give feedback Apps are able to access very basic personal settings such as your name and account information. This is so they can sign you in automatically to your Windows account for things like Xbox Live or the Windows Store. You can turn this off wholesale or on an app by app basis. Privacy & security » Account info Account info access = Anyone using this device can choose if thei apps have access to thes account info when ths # on gE _Letapps access your account info Choose which apps can access your account nfo BD Emaitond sccounts BB reecbact Hud BB

vicrosoft content Privacy resources About these settings and your privacy | Privacy dashboard | Privacy Statement You can control which apps you allow poe Debs to run in the background. Go to the Apps section, then Apps & Features, and locate an app you don't want running in the background. Click the three dots to the right of the app, select Advanced Options and change the Background Apps Permissions via the drop-down box. Apps » Apps & features > Facebook Specifications Publisher Facebook inc Yesion 202152710 App 3708 Dave w0K Toul usage 172 NB Find a setting Background apps permissions Always | Power optimized (recommended) Never Defaults Select wnich apps to use to listen to music, look at pictures, check mal, watch videos and more. ®en~n~ tote mre ost Set default apps www.pclpublications.com 135


Where Can I Learn More about Advertising on Microsoft Websites and Apps?
What Choices Do I Have About Interest-Based Advertising?
More choices
Questions?
Personalised ads in this browser
Personalised ads wherever I use my Microsoft account
Personalised ads in Windows



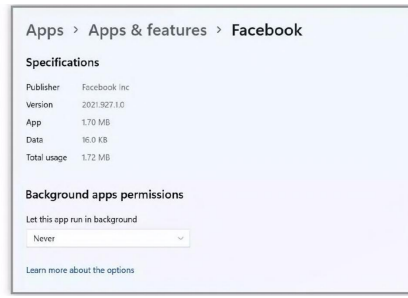

Privacy & security › Account info
Account info access
Let apps access your account info
Email and accounts
Feedback Hub
Microsoft content
Privacy resources
About these settings and your privacy | Privacy dashboard | Privacy Statement



Windows 11 Maintenance Tools Before you start to add software to help with maintenance, it is worth checking out the numerous tools included with the OS. These are spread out over several menus but once you find them you will see that they can really help with security and performance. Maintaining Windows 11 Windows 11 is a lot better at keeping you informed of problems than previous versions were. It is, however, up to you to keep on top of maintaining the OS if you want the best experience. Storage Sense Activating Storage Sense lets the system software automatically free up storage space by getting rid of files you no longer need. These can include temporary files such as cookies and the contents of your Recycle Bin. System ˚ Storage Local Disk (C:) - 222 GB ee GD) APPS & teatures Ty Temporary files Cp ther = ‘Show more categories Storage management B St & Give feedback You can choose when files are deleted, e.g. after 30 days in the Recycle Bin or if apps don’t use them for a certain amount of time. Alternatively you can simply click a button to Clean Now rather than setting automatic cleaning. You can find the Storage Sense option in Settings > System > Storage. System > Storage > Storage Sense Cleanup of temporary files ©@ Keep Windows running smoothly by automatically cleaning up temporary system and app files Automatic User content cleanup @) of Storage Sense runs when disk space is low. We clean up enough space to help your system run its best. We cleaned up 0 bytes of space in the past month. Configure cleanup schedules Run Storage Sense Delete files in my recycle bin if they have been there for over:) days (defaul Delete files in my Downloads folder if they haven't been opened for 136 www.pclpublications.com Background Apps One of the easiest ways to conserve power (for laptop users) and reduce processor strain, is to take control of Background Apps. These are apps that are, by default, allowed to receive info, send notifications and update in the background. Apps > Apps & features GB _{atsn uritectangdom) Local experience Pack Microsolt Corporation | 12/10/2021 aes @ fima Microsah Corporation | 25/06/2021 @ ster = = You can either stop all background apps with a single slider click or you can prevent individual apps from running in the background. Go to Settings > Privacy > Background Apps and look through the apps listed. If you see apps that you don’t need notifications or updates from, click the slider to disable its

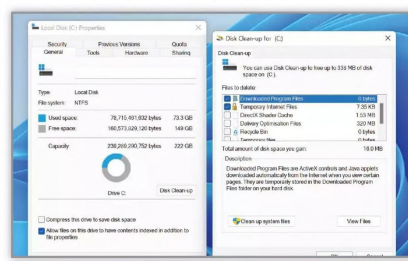
background activity. Apps > Apps & features > Facebook Specifications Publisher Facebook Inc Version 2021.927.1.0 App 1.70 MB Data 16.0 KB Total usage 1.72 MB Background apps permissions Let this app run in background Never Learn more about the options

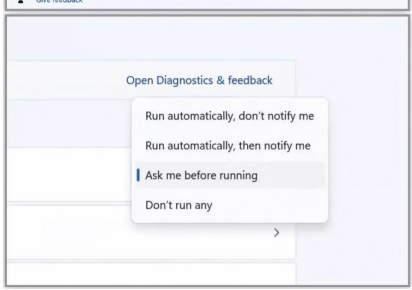
System › Storage › Storage Sense
Cleanup of temporary files
Keep Windows running smoothly by automatically cleaning up temporary system and app files
Automatic User content cleanup
Off
Storage Sense runs when disk space is low. We clean up enough space to help your system run its best. We cleaned up 0 bytes of space in the past month.
Configure cleanup schedules
Run Storage Sense
During low free disk space (default)
Delete files in my recycle bin if they have been there for over:
30 days (default)
Delete files in my Downloads folder if they haven't been opened for

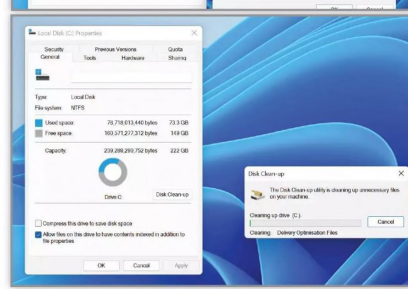


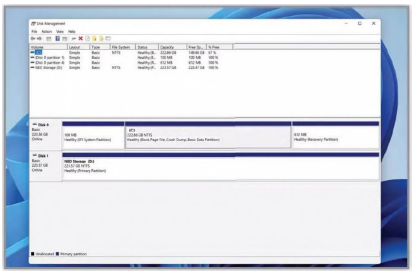
Jf cejlie) (select, Windows 11 includes a number of troubleshooting tools, aimed specifically at certain problems such as audio loss or patchy Internet connection. This is often the best place to start when trying to solve problems with your PC and Windows 11, as the OS contains many drivers for common devices and may just need a small software update. System » Troubleshoot @ Share optional diagnostic data to get additional troubleshooting recommendations. Options Recommended trouble-shooter preferences Microsoft can recommend and run trouble-shooters to fix issues Recommended troubleshooter history Other trouble-shooters f& Get help #& Give feedback You simply look through the list of troubleshooters and click on the one which applies. Choose Run the Troubleshooter and then follow the instructions to try and solve the problem. You can find the troubleshooters in Settings > System > Troubleshoot. Open Diagnostics & feedback Run automatically, don't notify me Run automatically, then notify me | Ask me before running Don't run any Disk Management The Disk Management tool is more about diagnostics than actual maintenance but it is a useful way of checking whether your hard disk has space available and is healthy. The panel will show all of your disks, as well as all of the partitions. ee mim eXoe8o 'Vetige Timor Type Tle Sten. [ais Tcpucry_ Tre > Tee T ao tac WTS et 19a 67% Me © ane cents 100 we esi (Sytem Paton) | Heath (oat Page Tie, Crash Ounp, Base Dats Pastor) (NEO Storace (Ds) Poort 'Primary Porton) Windows 11 Maintenance Tools Disk Tools There are several tools built in to Windows 11 (and also in older versions of the OS) that allow you to clean, fix and manage your hard disk. Open the File Explorer and look in the left-hand column for 'This PC'. Select it and then right-click on Local Disk (C:). In the General tab, you will see a button for Disk Clean-up that lets you get rid of temporary Internet files, old program files and so on. || 2 Disk Clean-up for (C) Disk Clean-up ME You can use Disk Clean-up to free up to 338 MB of disk 'on (C). Files to dolate or BQ Temporary intomot Files = O) _ DirectX Shader Cache 78,715 461,632 bytes (3) Dativary Optimisation Files 160,573 829,120 bytes CO & Recyde Bin foal Tamnerany tos 239,280 ,200,752 bytes O Deve C: Total amount of disk space you gain Description Downloaded Program Files are ActiveX contals and Java applets downioaded automaticaly from the Intemet when you view certain pages. They

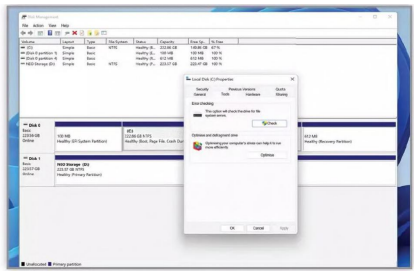
ate temporarily stored in the Downloaded Program, Fes foldar on your hard ask (Compress this dnve to save disk space {[B} Alow tes on this dive to have contents indexed in addition to file properties ‘HCiean up system files If you click the Tools tab, you can use the Error Checking tool and the Disk Defragment tool. Both of these tools can help your hard disk run more efficiently. Click on either button and follow the instructions for each tool chosen. 78,718,013,440 bytes 73.3GB 160,571277,312 bytes 14GB. 239,280,200,752 bytes 222. GB Disk Clean-up x The Disk Clean-up ulity is Gaaning up unnecessary fles ‘on your machine, IS <—s () Compress this drive to save disk space [BB Allow files on this drive to have contents indexed in addition to Cleaning: _ Deilvery Optimisation Fes fie properties Each column contains information about capacity, free space in MB, percentage of free space and health status. There are some further options, such as the ability to change drive letters and mark partitions as active but they are probably not worth playing around with unless you know what you are doing. 137 www.pclpublications.com




Open Diagnostics & feedback
Run automatically, don't notify me
Run automatically, then notify me
Ask me before running
Don't run any

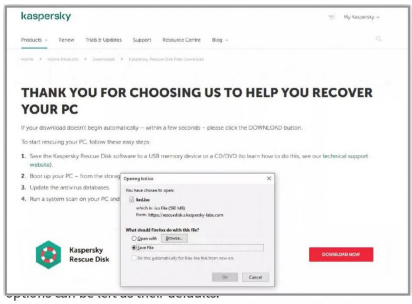


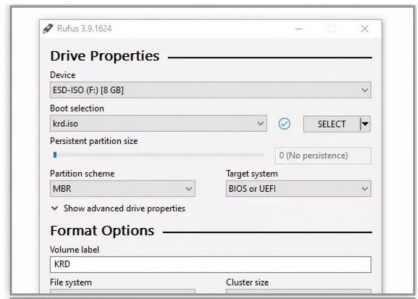


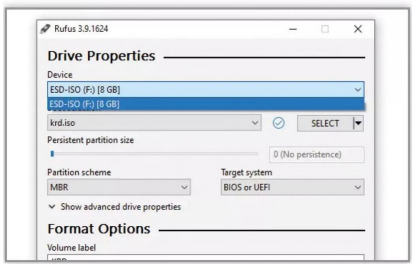


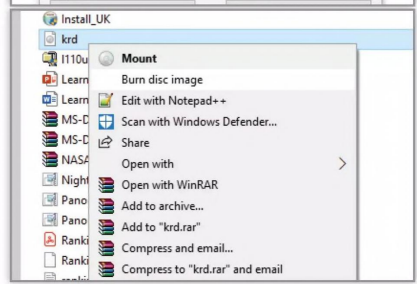
Removing Malware from Windows 11 The Windows 11 Defender and Security suite is very good, but what if you're unlucky enough to already have some form of digital infection? Thankfully, there's a way to remove malware and viruses from your computer. Malware Busters For this tutorial we'll use a pre-configured rescue disk from Kaspersky. We'll need to transfer, or burn, the disk contents to a CD or a USB stick and boot into the safe environment through one of those mediums. Step 1 Make sure you have a blank CD or a USB stick Step 3 Click the Select option, and using Windows that's at least 1GB in size. The Kaspersky Rescue Explorer, locate the downloaded Kaspersky Rescue Disk is downloaded as an ISO (which is an image file containing all ISO -it'll be called krd.iso. Click the Start button to select the image the disk information), and can be downloaded from https://www. and continue with the process. This will copy the contents of the ISO kaspersky.com.au/ downloads/thank-you/free-rescue-disk. to the USB while also making the USB a bootable device. kaspersky Drive Properties Device THANK YOU FOR CHOOSING US TO HELP YOU RECOVER ESD-ISO (F:) [8 GB] YOUR PC Boot selection ' krd.iso "| © SELECT Persistent partition size 1 0 (No persistence) Partition scheme Target system MBR v BIOS or UEFI Rcke ieee ¥ Show advanced drive properties bene pa Format Options Kaspersky Los EETE Volume label Rescue Disk p aby er fle nh fromm new on KRD File system Cluster size Step m To transfer the ISO to a USB, download Rufus; Step 4 If you're using a CD, start by inserting the CD into which is an executable that doesn't require any the drive. Locate the downloaded Kaspersky installation, from: https://rufus.ie/. Insert your USB stick and Rescue ISO, right-click it and choose Burn Disc Image from the double-click Rufus. Check that the Device label is pointing to your context menu. Tick the 'Verify disc after burning' option, and click inserted USB stick, if not then you may need to close Rufus, remove _ the Burn button to start the process. Once the ISO is burnt to the the USB, then re-insert the USB and re-start Rufus. The remaining disc, you can power off your computer. options can be left as their defaults. : (@ Install_UK {o} kerd GB i110u Mount i) Learn Burn disc image | Learn me Edit with Notepad + + S MS-CD fi Scan with Windows Defender... = MS-C | Share @ Rufus 3.9.1624 Drive Properties Device ESD-ISO (F:) [3 GB] v ESD-ISO (F:) [8 GB krd.iso SELECT |w Persistent partition

size = NASA Open with fi! Night = Open with WinRAR i sb SB Add to archive... 1 0 (No persistence) Partition scheme Target system MBR v BIOS or UEFI | iE Pano Ranki ("| Ranki UW id 4 © Compress to "krd.rar" and email = Add to “krd.rar" = Compress and email... ‘ Show advanced drive properties Format Options Volume label 138 www.pclpublications.com





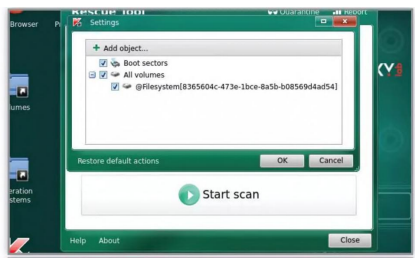


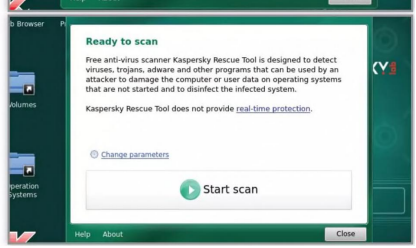


You'll now need to allow your PC to boot up into the Kaspersky Rescue CD environment. Power up your PC and open the Boot Option Menu. This could be accessed by pressing F12 (depending on the make and manufacturer of your PC motherboard). With the boot options available, select either the CD or USB stick and press Enter. Network boot from AMD Am?9C970A +Hard Drive +Removable Devices Network boot from AMD Am7? 9C9I70A #2 <Enter Setup> The PC will now boot into the Kaspersky Rescue Disc environment. This is a custom Linux operating system with all the necessary security tools pre-installed. First, you'll need to choose which language to load the environment. Use the arrow keys, and press Enter for your language choice. After that, choose the Graphic Mode. Once connected, relaunch the Kaspersky Rescue Tool from the desktop icon, agree to the license once more. Before you begin, click on the Change Parameters link in the Kaspersky Rescue Tool window. This will enable you to choose which drives the tool can scan for infections and malware. Tick all the drives in your system. Rescue tool PE Settings ew UUarantine sf REDOIT + Add object... {¥) & Boot sectors @ M7 @ All volumes {¥) @Filesystem[8365604c-473e-1bce-8a5b-b08569d4ad54] Restore default actions Help About When you're ready to continue, click on the Start Scan button in the Kaspersky Rescue Tool window. This will begin the process of scanning all the drives selected in the previous step. Be aware, that, depending on the size of your drives and the amount of data on them, this could take quite some time. Ready to scan Free anti-virus scanner Kaspersky Rescue Tool is designed to detect viruses, trojans, adware and other programs that can be used by an attacker to damage the computer or user data on operating systems that are not started and to disinfect the infected system. Kaspersky Rescue Tool does not provide real-time protection. YU Start scan About Begin by accepting the license agreement. After that, the rescue disc will check its status and opena window asking for you to start scanning the system. However, it's best to check you've got access to the Internet in order for it to update first. Close down the Rescue Tool window, and click on the Network box in the bottom-right. Connect to Wi-Fi, or Wired as required. Ethernet Network Wired connection 1 Disconnect VPN Connections » 10:01:02 EN 09 Mar 2020 While the scan is working,

you’ll see the area that the tool is currently processing. You'll also get a brief run-down of any threats currently found, time taken, and number of files scanned. Once complete, you can view a report by clicking on Details. Hopefully, you’re malware free, and you can remove the USB/disc and reboot the system. oe ull Report Kaspersky Rescue Tool @ Quarantine Scan in progress... 00:00:03 624 objects, no threats found Duration: Processed: Custom folder scanner (2/2) Object: ditions-6.0.18/src/vboxguest-6.0.18/vboxsf/include/iprt/uint64.h © stop scan Help About

Boot Menu
1. CD-ROM Drive
2. Network boot from AMD Am79C970A
3. +Hard Drive
4. +Removable Devices
5. Network boot from AMD Am79C970A #2
<Enter Setup>




Ready to scan
Free anti-virus scanner Kaspersky Rescue Tool is designed to detect viruses, trojans, adware and other programs that can be used by an attacker to damage the computer or user data on operating systems that are not started and to disinfect the infected system.
Kaspersky Rescue Tool does not provide real-time protection.
Change parameters
Start scan
Help
About
Close

Six Steps to a Faster PC Windows Update OM pistes atsdie inet 202-10 Curstatve Upsate for NET Framework 35 and 43 for Windows 1! for x84 (KBSODSS37) 2021-90 Cursive Select the program you're having problems with If you can't see your program, select Not Listed to browse to the program file [Not Listed _ enor SOON Deena nnnnn Tene Peete Skate tnrae Wnneereanree Wetman saben tenth Adobe Creative Cloud Adobe InDesign CC 2018 Adobe InDesign CC 2019 AMD Settings Backup and Sync from Google CCleaner Check for WPS Office Updates Dropbox System » Storage Local Disk (C:) - 222 GB —_— = = = App festwes [SSS lool °) ne following : ake S es e Tenporry es 140 www.pclpublications.com

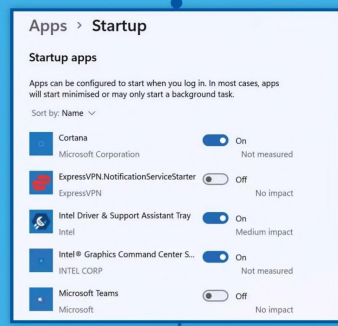
Apps > Startup Startup apps Apps can be configured to start when you log in. In most cases, apps will start minimised or may only start a background task. Sort by: Name v Cortana re) On Microsoft Corporation Not measured ExpressVPN.NotificationServiceStarter @) Off ExpressVPN No impact Ls | Intel Driver & Support Assistant Tray [e} On Intel Medium impact Intel® Graphics Command Center S... fe) On INTEL CORP Not measured Microsoft Teams @ ») Off Microsoft No impact Windows Security © . . QO Virus & threat protection Protection for your device against threats. @ Home | © Virus & threat protection Current threats Account protection No current threats. Last scan; 12/10/2021 09:09 (quick scan) Firewall & network protection 0 threats found. Scan lasted 4 minutes 21 seconds App & browser control 42759 files scanned. Device security eee Device performance & health Scan options Family options Allowed threats Protection history Protection history °e Virus & threat protection settings No action needed. Manage settings @ Virus & threat protection updates Security intelligence is up to date. >- Windows PowerShell Windows Pow hell Copyright (C) Microsoft Corporation. All rights reserved. PS C:\Users\Russh /Online /Cleanup-image / Restorehealth, www.pelpublications.com 141

4 Disable Unneeded Startup Programs

Now that you have removed any unwanted apps and software, it is time to check if any remaining apps are running unnecessarily at startup. Many software manufacturers will set their programs to start-up in the background when Windows 11 starts up. This helps the programs to open more quickly and makes sense for software you frequently use, but not for software you only use occasionally.

A quick way to see what software is running in the background is to look at the icons on the right side of the taskbar and open the hidden icons panel by clicking the small arrow. You can hover the mouse over icons to see what they are.

If you want to have a deeper look at which software initiates during startup, open Settings > Apps > Start-up. Here you will see a list of all startup apps, along with an estimation of their performance/speed impact and a slider to prevent each one from starting automatically.

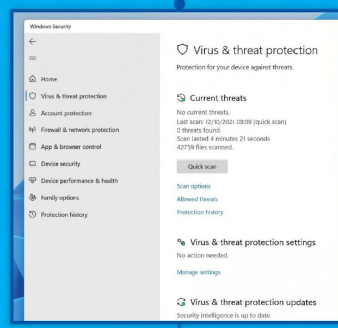


5 Scan for Viruses & Malware

Viruses, malware and other malicious software could cause your computer to run slowly or behave strangely. Things to look out for include: unexpected pop-up messages, programs that suddenly start or stop, or the sound of your hard disk constantly working.

To scan for and remove viruses, open Settings > Update & Security > Windows Security (previously Windows Defender) > Open Windows Security, click on "Virus Threats & Protection" and then click the "Quick Scan" button.

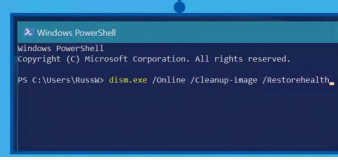
You can do a more advanced scan by clicking "Scan options" and choosing which you want to perform. If viruses or malware are found, you will be given options to quarantine and remove them.



6 Check for Corrupted System Files

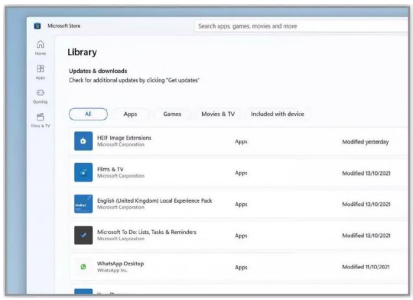
Occasionally, the core system files in Windows can become corrupted (for a variety of reasons) and cause performance problems. Windows 11 includes a tool: the Deployment Image Service and Management Tool, that will check for such files and automatically replace them, either with a cached version or by downloading a new version.

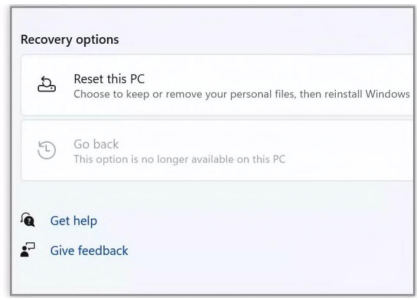
Use the DISM Tool – In the Search box in the taskbar, type "powershell". Right-click on "Windows Powershell" in the results and choose "Run as Administrator" from the menu. At the Command prompt, that opens in the blue Powershell


Windows PowerShell
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.
PS C:\Users\RussW> dism.exe /Online /Cleanup-image /Restorehealth

How to Reset or Fresh Start Resetting a PC reinstalls Windows, with a choice to deletes your files, settings and apps, and main system files. Restoring will undo recent system changes, without deleting files. A Fresh Start completely removes all apps and reinstalls Windows. Fresh or Reset? Refreshing and resetting your Windows 11 PC are two very different things and you should always make sure you know which is the best choice to solve your current problem. Step 1 If your PC isn't performing as well as it once did, and you don't know why, you can reset your PC without deleting any of your personal files or changing your settings. Apps or software not installed through the Store will be removed but Windows store apps will be reinstalled. Search apps. games. movies and more Check for additional updates by clicking "Get updates" Al Apps Games HEIF Image Extensions Microsoft Corporation Films & TV Microsoft Corporation English M Microsoft To Do: Lists, Tasks & Reminders Merasatt Con poration, Open the main Settings app and head into the Windows Update > Advanced Options section. Click on Recovery and you will see several options, including Reset this PC. If you can't get into Settings, you can access reset by restarting your computer while holding the Shift key; then select Troubleshoot > Reset. Additional options oe) Optional updates Feature, quality, and driver updates qa _-~CDelivery Optimisation Bandwidth limits for updates, downloads from other devices Recovery Reset, advanced start-up, go back Restart apps Automatically save my restartable apps when | sign out and restart them after | sign in Configured update policies 142 www.pclpublications.com Step 3 In System > Recovery, click on 'Reset PC' button to begin the process. You will now need to choose whether to keep your files (just remove apps and settings), or remove everything. If you choose Remove everything, you will then need to choose whether to 'Remove and clean the drive' Recovery options fom Reset this PC Choose to keep or remove your personal files, then reinstall Windows c Go back This option is no longer available on this PC f@ Get help £ Give feedback You will be warned that you won't be able to roll Step 4 back to a previous version of Windows after the reset (old Windows files will be deleted). Click Next and then Reset when prompted. Windows will restart and take several minutes to reset itself. Click Continue when promoted. Keep my files Removes apps and settings, but keeps your personal files. Remove everything

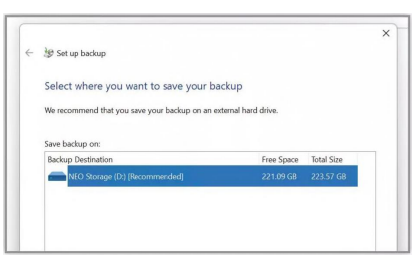
Removes all of your personal files, apps and settings.

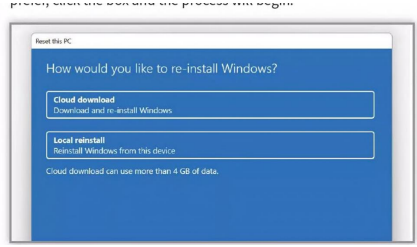


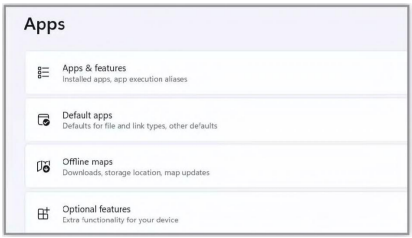

Recovery options
Reset this PC
Choose to keep or remove your personal files, then reinstall Windows
Go back
This option is no longer available on this PC
Get help
Give feedback

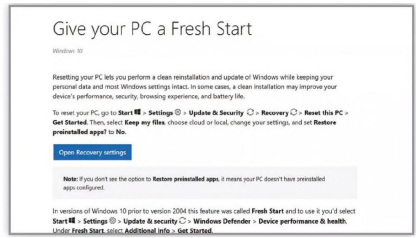
Perform a Fresh Start How to Reset or Fresh Start Performing a Fresh Start allows you to do a clean reinstallation and update of Windows, while keeping your personal data and most Windows settings intact; an easier option than a full wipe and reinstall. Be aware that Fresh Start will remove most of your apps from your device, so you will have some reinstalling to do. In some cases, a clean installation may improve your device's start-up and shutdown experience, memory usage, Microsoft Store apps performance, browsing experience and battery life. Apps Apps & features Installed apps, app execution aliases Default apps Defaults for file and link types, other defaults Offline maps Downloads, storage location, map updates Optional features Extra functionality for your device Step 2 To find the Fresh Start tool, open the Windows Defender tool (click on the shield icon in the taskbar), and then click on the Device Performance & Health section. You will need to click on Additional Info and then click Give your PC a Fresh Start. If Fresh Start has previously been performed, the date will be displayed here. © Storage capacity ea bees sean No issues | & Device performance & health © Apps and software No issues & Family options © Protection history © Fresh start Start afresh with a clean and up-to-date installation of Windows. This will keep your personal files and some Windows settings and remove some of your apps. In some cases, this may improve your device's startup and shutdown experience, memory usage, Store apps performance, browsing experience and battery life. Additional information Microsoft recommends that you back up your files before making changes like a clean installation of Windows to your device. Make sure that you have access to all reinstallation media (such as CDs), product keys, license or login information and other materials needed to manually reinstall apps. < 38 Set up backup Select where you want to save your backup We recommend that you save your backup on an external hard drive. Save backup on: Backup Destination Free Space Total Size >rage (D:) [Recommended] Looking at the website that Windows 11 sends you to when you click on the Give your PC a Fresh Start link, there will be a blue Open Recovery Settings box. Click this, and you will automatically open the Recovery Settings section, or you can access it via System > Recovery. Give your PC a Fresh Start Windows 10 Resetting your PC lets you perform a clean reinstallation and update of Windows

while keeping your personal data and most Windows settings intact. In some cases, a clean installation may improve your device's performance, security, browsing experience, and battery life. To reset your PC, go to Start &l > Settings © > Update & Security © > Recovery © > Reset this PC > Get Started. Then, select Keep my files, choose cloud or local, chenge your settings, and set Restore preinstalled apps? to No. Note: if you dont see the option to Restore preinstalled apps, it means your PC doesn't have preinstalled apps configured. In versions of Windows 10 prior to version 2004 this feature was called Fresh Start and to use it you'd select Start tll > Settings © > Update & security © > Windows Defender > Device performance & health. As you can see, all roads lead back to the Recovery section in Windows 11. To perform a Fresh Start, you'll need to click the Reset PC button. This again brings up the option pop-up window. For a Fresh Start, you'll need to click the Remove Everything button. It's worth saying again: Ensure your data is backed up before doing this. Choose an option Keep my files Removes apps ar s, but keeps your personal files. Remove everything Removes all of your personal files, apps and settings | Step 6 | You'll now have the option to download Windows 11 and re-install it using the Cloud (meaning you'll download it from the Microsoft servers), or as a local reinstallation (which means you'll have a physical copy of Windows 11 either on disk or as a USB). Whichever method you prefer, click the box and the process will begin. How would you like to re-install Windows? Cloud download Download and re-install Windows Local reinstall Reinstall Windows from this device Cloud download can use more than 4 GB of data. 143 www.pclpublications.com


Set up backup
Select where you want to save your backup
We recommend that you save your backup on an external hard drive.
Save backup on:
Backup Destination
Free Space
Total Size
NEO Storage (D:) [Recommended]
221.09 GB
223.57 GB

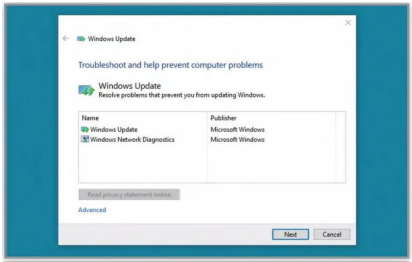

Reset this PC
How would you like to re-install Windows?
Cloud download
Download and re-install Windows
Local reinstall
Reinstall Windows from this device
Cloud download can use more than 4 GB of data.

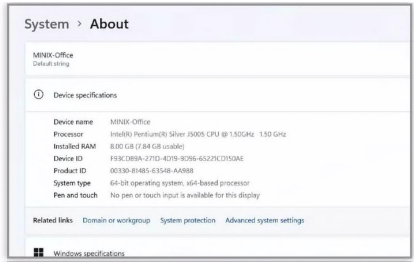

Apps
Apps & features
Installed apps, app execution aliases
Default apps
Defaults for file and link types, other defaults
Offline maps
Downloads, storage location, map updates
Optional features
Extra functionality for your device

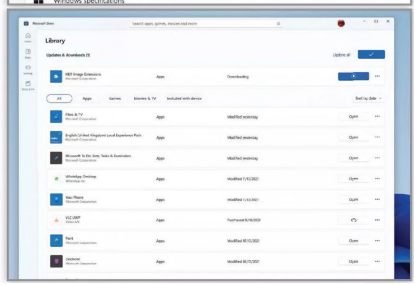

Give your PC a Fresh Start
Windows 10
Resetting your PC lets you perform a clean reinstallation and update of Windows while keeping your personal data and most Windows settings intact. In some cases, a clean installation may improve your device's performance, security, browsing experience, and battery life.
To reset your PC, go to Start > Settings > Update & Security > Recovery > Reset this PC > Get Started. Then, select Keep my files, choose cloud or local, change your settings, and set Restore preinstalled apps? to No.
Open Recovery settings
Note: If you don't see the option to Restore preinstalled apps, it means your PC doesn't have preinstalled apps configured.
In versions of Windows 10 prior to version 2004 this feature was called Fresh Start and to use it you'd select Start > Settings > Update & security > Windows Defender > Device performance & health. Under Fresh Start, select Additional info > Get Started.

Troubleshooting Windows Problems Windows 11 includes some useful tools for checking and solving problems, but sometimes you need to look a bit deeper. Occasionally you just need to go back to basics. These tips will help you solve some common problems encountered. First Things to Check If you're having problems with Windows Update, the Windows Update Troubleshooter might be able to automatically fix the problem. Go to Microsoft.com and search for Update Troubleshooter. Windows Update Troubleshooter [BMMisabudas that things don't always go smoothly when updating and have provided a dedicated troubleshooting tool for use during this key task. If you're having problems with Windows Update, the Windows Update Troubleshooter might be able to automatically fix the problem. Go to Microsoft.com and search for Update Troubleshooter. |r Windows Update Troubleshoot and help prevent computer problems & Windows Update Resolve problems that prevent you from updating Windows. Name Publisher Windows Update Microsoft Windows (BB Windows Network Diagnostics Microsoft Windows Read privacy statement online Advanced Keeping your copy of Windows 11 Check for Updates ; up-to-date with the latest releases can really help to avoid problems before they happen. Press the Windows logo key and click Settings. Then choose Windows Update and then select Check for updates. Install any available updates and restart your PC if required. Windows Update o™ You're up to date RO Last checked: Today, 09:39 More options O0 Pause updates D update history %q_ Advanced options Delivery optimisation, optional updates, active hours, other update settings §G_ Windows insider Programme Get preview builds of Windows to share feedback on new features and updates f& Gethelp EF Give feedback 144 www.pelpublications.com Checking System Spec If you're having trouble installing or running a particular app or game, it may be that your PC hardware is not up to scratch. All commercial software will provide details of required and (sometimes) recommended specification needed to run it. You can check system spec at any time, just go to Control Panel and select System and Security, then System. System » About MINIX-Office Default string ® _ Device specifications Device name MINIX-Office Processor Installed RAM. Device ID Product ID System type Pen and touch Intel(R) Pentium(R) Silver J5005 CPU @ 1.50GHz 1.50 GHz 8.00 GB (7.84 G) 9096-65221CDISOAE 00330-81485-63548-

AA9B8 F93CD89A-271) 64-bit operating system, x64-based processor No pen or touch input is available for this display Related links Domain or workgroup System protection Advanced system settings Windows specifications If an app or program isn’t working with BEE bese Windows 11, particularly after the Anniversary update, try looking in the Windows Store for an update and if that doesn’t work, delete and reinstall it. To check for available app updates on the store, click the user icon next to the search bar and select Downloads and Updates.



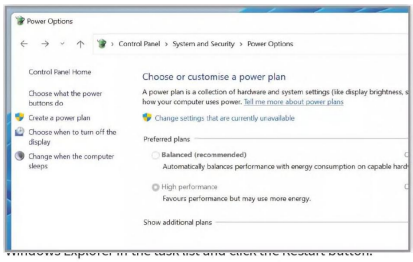

System › About
MINIX-Office
Default string
Device specifications
Device name MINIX-Office
Processor Intel(R) Pentium(R) Silver J5005 CPU @ 1.50GHz 1.50 GHz
Installed RAM 8.00 GB (7.84 GB usable)
Device ID F93CD89A-271D-4D19-BD96-6522ICD150AE
Product ID 00330-81485-63548-AA988
System type 64-bit operating system, x64-based processor
Pen and touch No pen or touch input is available for this display
Related links Domain or workgroup System protection Advanced system settings
Windows specifications

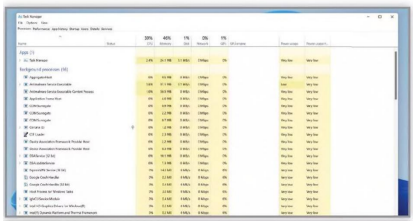


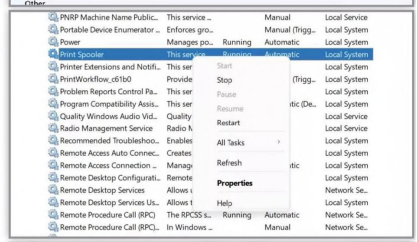
Troubleshooting Windows Problems Slow Boot Fix Like Windows 10 before it, Windows 11 uses a hybrid boot to enable fast boot times. It sounds great but can actually slow down boot for some users. Disable it by searching for Power Options in the Start menu and running the matching Control Panel applet, then in the settings click Choose to decide what the power buttons do. Check the Troubleshooters PRAehe puis Troubleshoot > Other Trouble-shooters. This is where you'll find troubleshooter tests that can be carried out for a wide range of Windows 11 components and situations. Everything from Internet connectivity to keyboard issues, power and video playback can be run from here. System » Troubleshoot » Other trouble-shooters € 9 4 WW > Control Panel > System and Security > Power Options Most frequent Control Panel Home Choose or customise a power plan 7 Internet Connections Choose what the power buttons do ® Create a power plan 1B Choose when to tum off the display ® Change when the computer sleeps A power plan is a collection of hardware and system settings (like display brightness, s how your computer uses power. Tell me more about power plans ® Change settings that are currently unavailable Preferred plans Balanced (recommended) Automatically balances performance with energy consumption on capable hard © High performance Favours performance but may use more energy. Show additional plans &) Playing Audio Printer Windows Update Often, a problem could simply be a Non-Responsive PC Windows 11 has a completely different shell than previous versions. The Explorer.exe process is still at its core but there are a few additional components as well. If you click the Start button and nothing happens or if the entire taskbar refuses to respond to an interaction, open Task Manager (press Ctrl + Shift + Esc), find Windows Explorer in the task list and click the Restart button. estart Services J j Windows 11 service hasn't started, or failed to start. For example, a printer not printing may not be the fault of the printer, but the Print Spooler Service. Click the Start button, type 'services' and click to open the Services App. Find the service, right-click, then click Restart or Start. 'Gi; PNRP Machine Name Public... This service ... Manual Local Service ee eee eae saeeaszsaa aeReTRERRTRISITTITTD Check Event Logs You can scrutinise the Windows 11 event logs to see if they reveal any more information regarding the problem you're having. Right-click the

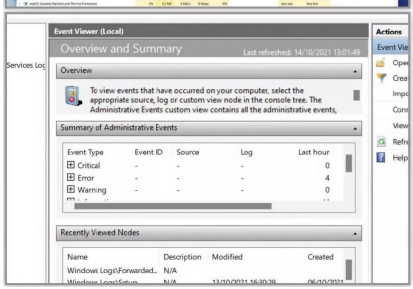
Windows Start button, and select Event Viewer from the list. In here you'll find everything that's happened to your system since the day you turned it on. Event Viewer (Local) Overview and Summary Last refreshed: 14/10/2021 13:01:49 To view events that have occurred on your computer, select the appropriate source, log or custom view node in the console tree. The Administrative Events custom view contains all the administrative events, Event Type EventID Source Critical Error Last hour o | Warning Name Description Modified Windows Logs\Forwarded... N/A & Portable Device Enumerator .. Enforces gro... Dh Power a Printer Extensions and Notifi... © PrintWorkflow_c61b0 ©) Problem Reports Control Pa... Koy Program Compatibility Assis... ©, Quality Windows Audio Vid... Koi9 Radio Management Service Koy Recommended Troubleshoo... Ko Remote Access Auto Connec... Ko Remote Access Connection ... Kos Remote Desktop Configurati... {GL Remote Desktop Services Ko Remote Desktop Services Us... Remote Procedure Call (RPC) Manages po... Running This ser Provide This ser This ser Quality Radio N Enables Creates Manag Remote Allows « Allows t The RPCSS s... In Windows ... Stop Pause Resume Restart All Tasks Refresh Properties Help Running Manual (Trigg... Automatic rigg.. itic (De... Automatic Manual Local System Local System Local System Local System Local System Local System Local Service Local Service Local System Local System Local System Local System Network Se... Local System Network Se... Network Se... © Remote Procedure Call (RPC). Free Up Disk Space There are times when a lack of available disk space can lead to an unresponsive, or slow PC. System > Storage is a good place to start, then follow the Clean-up Recommendations. Also, right-click the C:\ drive in File Explorer, select Properties > Disk Clean-up. Finally, also check Clean up Systems Files in the same window. ® Disk Clean-up for (C) Disk Clean-up a ME You can use Disk Clean-up 10 free up to 22.8 MB of disk space on (C) Type: Local Disk Jownloaded Program Files Fie system: NTFS GQ Temporary intemet Files Windows error reports and feedback dia, 812KB Directx Shader Cache 917 KB, Delvery Optimisation Files 898 KB, Total amount of disk space you gain 22.8MB Descnption Downloaded Program Files are ActiveX controls and Java applets downioaded automaticaly rom the Intemet when you view certain 'pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk 100 MB, 76,856 733 606 bytes 162,432,557,056 bytes [Bl Used space:

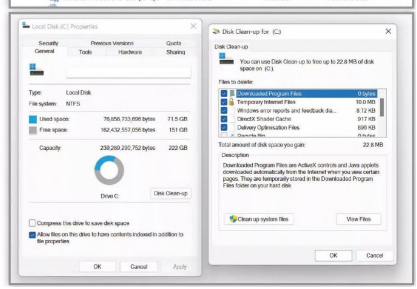
715G8 Oh Free space: 151GB Capacity: 239,280,200,752 bytes 22GB O Drive C: (DCompress this dive to save disk space [Bi Alow fies on this drive to have contents indoxed in addition to fle properties www.pclpublications.com 145


Power Options
Control Panel › System and Security › Power Options
Control Panel Home
Choose what the power buttons do
Create a power plan
Choose when to turn off the display
Change when the computer sleeps
Choose or customise a power plan
A power plan is a collection of hardware and system settings (like display brightness, how your computer uses power. Tell me more about power plans
Change settings that are currently unavailable
Preferred plans
Balanced (recommended)
Automatically balances performance with energy consumption on capable hard
High performance
Favours performance but may use more energy.
Show additional plans



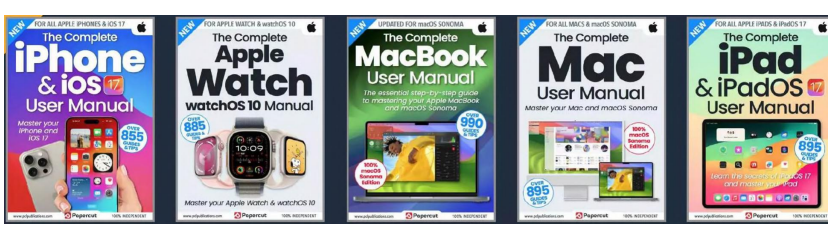

PNRP Machine Name Public... This service ... Manual Local Service
Portable Device Enumerator ... Enforces gro... Manual (Trigg... Local System
Power Manages po... Running Automatic Local System
Print Spooler This service ... Running Automatic Local System
Printer Extensions and Notifi... This ser Manual Local System
PrintWorkflow_c61b0 Provide (Trigg... Local System
Problem Reports Control Pa... This ser Manual Local System
Program Compatibility Assis... This ser Automatic (De... Local System
Quality Windows Audio Vid... Quality Manual Local Service
Radio Management Service Radio M... Manual Local Service
Recommended Troubleshoo... Enables Manual Local System
Remote Access Auto Connec... Creates Manual Local System
Remote Access Connection ... Manag Manual Local System
Remote Desktop Configurati... Remote Manual Local System
Remote Desktop Services Allows Manual Network Se...
Remote Desktop Services Us... Allows t Manual Local System
Remote Procedure Call (RPC) The RPCSS s... Running Automatic Network Se...
Remote Procedure Call (RPC)... In Windows ... Manual Network Se...
Start
Stop
Pause
Resume
Restart
All Tasks
Refresh
Properties
Help


Event Viewer (Local)
Overview and Summary
Last refreshed: 14/10/2021 13:01:49
Overview
To view events that have occurred on your computer, select the appropriate source, log or custom view node in the console tree. The Administrative Events custom view contains all the administrative events,
Summary of Administrative Events
Event Type Event ID Source Log Last hour
Critical 0
Error 4
Warning 0
Recently Viewed Nodes
Name Description Modified Created
Windows Logs\Forwarded... N/A
Actions


Local Disk (C:) Properties
General Previous Versions Quota
Tools Hardware Sharing
Type: Local Disk
File system: NTFS
Used space: 78,856,733,696 bytes 71.5 GB
Free space: 162,432,557,056 bytes 151 GB
Capacity: 239,289,290,752 bytes 222 GB
Drive C:
Disk Clean-up
Compress this drive to save disk space
Allow files on this drive to have contents indexed in addition to file properties
OK Cancel Apply
Disk Clean-up for (C:)
Disk Clean-up
You can use Disk Clean-up to free up to 20.8 MB of disk space on (C:).
Files to delete:
Downloaded Program Files 0 bytes
Temporary Internet Files 10.0 MB
Windows error reports and feedback (ba... 8.12 KB
DirectX Shader Cache 917 KB
Delivery Optimization Files 690 KB
Total amount of disk space you gain: 22.8 MB
Description
Downloaded Program Files are ActiveX controls and Java applets downloaded automatically from the Internet when you view certain pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk.
Clean up system files
View Files
OK Cancel

FREE Software! Great Games! Essential Hardware! - 192 APPS = GAMES INSIDE! Head over to your web £ browser and follow these = 94W sn. simple instructions... 1/ Enter the following URL: www.pclpublications.com/exclusives 2/ Sign up/in and from the listings of our exclusive customer downloads, highlight the Tech Shopper Magazine option. 3/ Enter your unique download code (Listed below) in the “Enter download code” bar. 4| Click the Download Now! Button and your file will automatically download. 5/ Your file is a high resolution PDF file, which is compatible with the majority of customer devices/platforms. PCL37862RE NOTE: This is a limited reader offer running from Ist November 2023 to Ist March 2024. Terms and conditions apply and can be found at www.pclpublications.com

The Complete Manual Series Available on FOR APPLE WATCH & watchOS 10 The Complete DESKTOP PC, LAPTOP & SURFACE The Complete Windows Tl User pisual The essential step by see ‘ “windows { uster your Samsung Galaxy Smartphones & Tablets GPopercut The Complete Internet Security Manual Keep yourself secure and your data safe online JPDATED FOR macOS SONOMA The Complete MacBoo User Manual The essential step-by-step guide to mastering your Apple MacBook ond MacOS Sonoma FOR ALLCOMPUTERS & MOBILES = The Complete Google User Manual Master Google's amazing free apps DESKTOP PC, LAPTOP FACE The Complete Windows 10 User Manual The essential step-by-step guide to mastering Microsoft's Windows 10 Papercut k Readly FOR ALL MACS & macOS SONOMA The Complete Mac User Manual Master your Mac and macOs Sonoma FORALL CHROMEBOOK MODELS The Complete Chromebook User Manual Master your Chromebook and Google's Chrome OS UNUX, PYTHON, C+ + & WINDOWS ¢ jy | The Complete was Hh Master programa ¢ my improve your Pythonmiux ‘Popercut The essential guide to mastering your home network i) DPopercut fs) Papercut FOR ALL APPLE iPADS & iPadOS 17 AUE Complete iPad & iPadOS @ User Manual Pac ae? BQGQier- le Learn the SCeeSOIIPERIOS 17 ond mastaRyeer rad *) (WOe8*% FOR ANDROID, APPLE, PC & MAC The Complete WhatsApp : ass) Manual Dp ew ail Smart step-by-step guides to mastering your WhatsApp account RASPBERRY Pi 5, Pi 4, 400 & PICO The ee | Raspb erry Pj Coding | Manual The essential manual to improve your Raspberry Pi coding skills ‘Popercut FOR PC, MAC & MOBILE DEVICES The Complete DPopercue 0% mocrsnoeur For a full list of titles available please visit: www.pclpublications.com



The Complete Python Coding Manual
The Complete Linux Coding Manual
The Complete C++ & Python Manual
The Complete Coding Manual
The Complete Raspberry Pi Coding Manual
The Complete Instagram User Manual
The Complete Internet Security Manual
The Complete Windows 10 User Manual
The Complete Home Networking Manual
The Complete Cloud Computing Manual

Papercut

For a full list of titles available please visit:

www.pclpublications.com

The Essential User Guide for the New Windows User! FREE SPECIAL BONUS TECH © Swope in SD windows 11 SHOPPER What's Inside the New Windows 11 Update? Our Experts Dive Right into the Late 2023 build! MAGAZINE Are You Making the Most from Al in Windows 11? Find out how to Master the Amazing Copilot app: . F~] Troubleshooting Have You Really Set Up Windows 11 Correctly? Avoid any Errors & Erase those you have made! Want to master your PC? Then don't miss our NEW Windows PC | -& Laptop magazine on = Readily now! | Windows Problems Click our handy link to read now: https://bit.ly/3y7gwFG The Complete Manual Series: Windows 11 9 | ISBN: 978-1-914404-58-0 Published by: Papercut Limited Digital distribution by: Readly, Zinio & Pocketmags © 2023-2024 Papercut Limited All rights reserved. No part of this publication may be reproduced in any form, stored in a retrieval system or integrated into any other publication, database or commercial programs without the express written permission of the publisher. Under no circumstances should this publication and its contents be resold, loaned out or used in any form by way of trade without the publisher's written permission. While we pride ourselves on the quality of the information we provide, Papercut Limited reserves the right not to be held responsible for any mistakes or inaccuracies found within the text of this publication. Due to the nature of the tech industry, the publisher cannot guarantee that all apps and software will work on every version of device. It remains the purchaser's sole responsibility to determine the suitability of this book and its content for whatever purpose. We advise all potential buyers to check listing prior to purchase for confirmation of actual content. All editorial opinion herein is that of the reviewer - as an individual - and is not representative of the publisher or any of its affiliates. Therefore the publisher holds no responsibility in regard to editorial opinion and content. This is an independent publication and as such does not necessarily reflect the views or opinions of the manufacturers or hardware and software, applications or products contained within. This publication is not endorsed or associated in any way with Microsoft Corporation or any associate or affiliate company. All copyrights, trademarks and registered trademarks for the respective hardware and software companies are acknowledged. Windows is a trademark of Microsoft Corporation, registered in the

United States and other countries. Windows and Windows 11 ©2022-2024 Microsoft Corporation. Relevant graphic imagery reproduced with courtesy of Lenovo, Hewlett-Packard, Dell, Microsoft, Acer, Chromebook, Google, Samsung, Apple and other hardware manufacturing and software development companies mentioned herein. Additional images contained within this publication are reproduced under licence from Shutterstock. Any images reproduced on the front over are solely for design purposes and are not representative of content. Prices, international availability, ratings, titles and content are subject to change. All information was correct at time of publication. Some content may have been previously published in other volumes or titles. Papercut Limited Registered in England & Wales No: 04308513
ADVERTISING — For our latest media packs please contact: Brad Francis - brad@papercutitd.co.uk Web - www.pclpublications.com
INTERNATIONAL LICENSING — Papercut Limited has many great publications and all are available for licensing worldwide. For more information email: jgale@pclpublications.com

NEW Bumper Holiday Special! BONUS DOUBLE EDITION!
Master Your Computer
Windows USER
Issue Eight | December 2023 | 100% INDEPENDENT
Windows 11 23H2
A Beginners Guide
The Essential User Guide for the New Windows User!
FREE SPECIAL BONUS
TECH SHOPPER MAGAZINE
FULL 170 Page Magazine!
Skype in Windows 11
Troubleshooting Windows Problems
What's Inside the New Windows 11 Update?
Our Experts Dive Right into the Late 2023 build!
Are You Making the Most from AI in Windows 11?
Find out how to Master the Amazing Copilot app!
Have You Really Set Up Windows 11 Correctly?
Avoid any Errors & Erase those you have made!

Click our handy link to read now: https://bit.ly/3y7gwFG